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THE

KING'S REGULATIONS AND ORDERS

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THE ARMY.

1908.



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Great Britain. War Office



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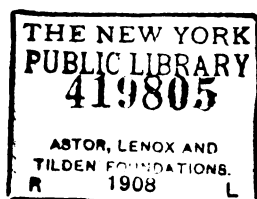
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HIS MAJESTY has been graciously pleased to approve the following revised "King's Regulations and Orders for the Army," and to command that they be circulated and strictly observed on all occasions.

General and other officers commanding will be held responsible that these regulations and orders are strictly observed, and that any local instructions or regimental orders that may be issued are guided and directed by their spirit and intention.

Officers are expected to interpret them reasonably and intelligently, with due regard to the interests of the service, bearing in mind that no attempt has been made to provide for necessary and self-evident exceptions.

All previous orders on the subjects to which reference is made in these regulations are hereby cancelled.

As the re-organization consequent on the Territorial and Reserve Forces Act, 1907, has not yet come into operation, it has not been possible to include in this edition the changes in the regulations which will be rendered necessary by this re-organization.

By command of the Army Council,

EWD Ward

WAR OFFICE,
February, 1908.

(K.R.)

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DEFINITIONS.

1. The term "G.O.C.-in-C.," "Divisional Commander" or "Brigade Commander" includes the officer in command during the absence of the officer specified.

2. The term "unit" in these regulations means in the—

Cavalry.—A regiment or depôt.

Royal Horse Artillery.—
~~is~~ *Royal Field Artillery*.— } A battery or depôt.

Royal Garrison Artillery.—A company or depôt.

Royal Engineers.—A field troop, bridging train, telegraph, railway or balloon company, coast battalion section, company, or field depôt.

Infantry.—A battalion or regimental depôt.

Army Service Corps.—

Royal Army Medical Corps.— } A company.

Army Ordnance Corps.—

Army Veterinary Corps.—A section or depôt.

3. The term "company, &c.," means "squadron, troop, battery, or company."

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Explanations of Abbreviations.

A.B.—Army Book.

A.F.—Army Form.

A.O.C.—Army Ordnance Corps.

A.O.D.—Army Ordnance Department.

A.S.C.—Army Service Corps.

A.V.C.—Army Veterinary Corps.

C.O.—Commanding Officer.

C.R.E.—Commanding Royal Engineer.

D.C.M.—District Court-Martial.

F.G.C.M.—Field General Court-Martial.

G.C.M.—General Court-Martial.

G.O.C.—General Officer Commanding.

G.O.C.-in-C.—General Officer Commanding-in-Chief.

i/c.—In charge of.

N.C.O.—Non-commissioned Officer.

O.C.—Officer Commanding.

Para.—Paragraph.

P.M.O.—Principal Medical Officer.

P.V.O.—Principal Veterinary Officer.

R.A.—Royal Artillery.

R.A.M.C.—Royal Army Medical Corps.

R.C.M.—Regimental Court-Martial.

R.E.—Royal Engineers.

R.F.A.—Royal Field Artillery.

R.G.A.—Royal Garrison Artillery.

R.H.A.—Royal Horse Artillery.

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1904.	1908.	1904.	1908.	1904.	1908.
1	1761	50	1778	97	1828
3	217	51	1779	98	1829
4	218	52	1780	99	1830
5	Cancelled	53	1781	100	1831
6	219	54	1782	101	1832
7	220	55	1783	102	1833
7A	221	56	1784	103	1834
8	222	57	1785	104	1835
9	223	58	1786	105	1836
10	224	59	1787	106	1837
11	225	60	1788	107	1838
12	226	61	1789	108	1839
13	227	62	1790	110	211
14	228	63	1791	111	241
15	229	64	1793	117	242
15A	230	65	1794	118	214
16	231	66	1795	119	215
17	232	67	1796	120	216
18	233	68	1797	121	237
19	234	69	1798	123	212
20	235	70	1799	124	243
21	236	71	1800	125	244
22	37	72	1801	126	245
23	Cancelled	73	1801	127	246
24	38	74	1802	129	174
25	39	75	1803	130	175
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27	41	77		133	177-179
28	42	78	1807	134	180
29	44	78A	1808	135	181
30	45	79	1809	136	182
33	1762	80	1810	138	247
34	1763	81	1811	139	248
35	1764	82	1812	140	219
36	1765	83	1813	148	173
37	284	85	1814	149	250
38	285	85A	1815	150	251
39	1766	86	1816	151	252
40	1767	87	1817	152	253
41	1768	88	1818	153	254
42	1769	88A	1819	154	255
43	1770	89	1820	155	28
44	1771	90	1821	156	51-56
44A	1772	91	1822	159	57
45	1773	92	1823	160	58
46	1774	93	1824	161	59
47	1775	94	1825	163	60
48	1776	95	1826	163A	170
49	1777	96	1827	163B	64

1904.	1908.	1904.	1908.	1904.	1908.
164	1362	220	Cancelled	287	962
166	71	223	142	288	963
167	74	224	148-170	289	964
168	75	230 (i.)	98	290	965
171	Cancelled	230 (ii.)	194	291	966
172	"	232	Cancelled	292	967
173	1364	233	195	293	968
176	Cancelled	234	196	294	969
177	1365	235	197	295	972
178	1366	236	198	296	970
179	16-17-18	238	200-202	296A	973
179A	19	240	199	297	Cancelled
179B	20	241	916	299	974
180	21	242	917	300	975
181	22	243	918	301	970
182	23	244	919	302	971
182A		245	920	302A	977
182B		246	921	304	985
183	24	247	922	305	986
183A		248	923	306	987
183B		249	924	307	988
183C	26	250	925	308	989
183D		251	926	309	990
183E		252	927	310	991
184	27	254	928	311	992
185	115	255	929	312	993
186		256	930	313	994
187		257	931	314	995
188	121	258	932	315	996
189	122	258A	933	318	979
190	123	259	934	319	980
191	124	260	935	320	981
192	125	261	936	321	982
193	126	262	937	322	983
194	127	263	938	323	984
195	128	264	939	324	997
196	129	265	940	326	998
197	117	266	941	330	999
198	118	267	942	331	1000
199	119	268	943	332	1001
199A	120	269	944	333	1002
200	Cancelled	270	945	334	1003
200A	130	271	946	337	1004
201	63	272	947	338	1005
202	132	273	948	339	1006
203	133	274	949	340	1007
204	134	275	950	341	1008
205	135	276	951	342	1009
209	136	277	952	343	1011
211	137	278	953	344	1010
212	138	279	954	345	1012
214	139	280	955	345A	1013
214A	140	281	956	346	1014
215	141	282	957	347	1015
216	142	283	958	348	1016
217	143	284	959	349	1016
218	144	285	960	350	1017
219	145	286	961		

1904.	1908.	1904.	1908.	1904.	1908.
352	1018	412	440	464	499
353	1019	413	441	466	500
354	1021	414	442	467	502
354A	1020	415	443	468	503
354B	1023	416	444	469	504
354C	1024	416A	445	470	506
355	1025	417	446	471	507
356	1027	418	447	472	508
357	1028	419	448-450	473	509
358	1029	420	451	474	Cancelled
359	1080	420A	452	475	510
362	1081	421	Cancelled	476	511
363	1082	422	"	477	512
364	1083	423	453	479	513
365	1084	424	455	480	547
366	1085	425	456	481	548
367	1086	426	457	482	549
368	1042	427	458	483	Cancelled
369	1043	428	459	484	550
370	1044	428A	460	485	551
371	1044	429	461	486	552
372	1045	430	462	487	553
373	1046	431	463	488	554
374	1047	432	464	488A	555
375	1048	433	465	489	556
376	1049	434	466	490	557
377	1050	435	467	491	558
378	1051	436	468	492	559
379	1052	437	469	495	560
380	1053	438	470	496	561
381	1053	439	471	497	562
382	1054	440	472	498	563
383	1054	441	473	498A	564
384	1055	442	474	499	565
385	1056	443	475	501	566
386	1057	444	476	502	567
387	1058	445	477	503	568
388	1059	446	478	504	569
389	1060	447	479	505	570
390	1061	448	480	506	571
391	1062	449	481	507	Cancelled
392	1063	450	482	508	572
393	1064	451	483	509	573
395	1065	452	484	509A	574
396	1066	453	485	510	575
397	1067	453A	486	511	576
399	1037	454	487	512	577
400	1037	455	488	513	578
401	1038	456	489	514	579
402	1039	457	490	515	580
403	1040	458	491	516	581
405	1041	459	492	517	582
407	434	460	493	518	583
408	435	461	494	519	584
409	436	461A	495	520	585
410	437	461B	496	521	586
411	438	461C	497	522	587
411A	439	462	498	523	588

1904.	1908.	1904.	1908.	1904.	1908.
524	589	578	546	642	657
525	590	579	600	644	661
526	591	580	601	645	662
527	592	582	602	646	663
528	593	583	603	647	668
529	594	584	604	648	659
530	595	585	605-6	649	Cancelled
531	596	586	607	650	660
532	597	588	608	651	665
533	598	589	609	652	664
534	Cancelled	590	610	653	1877
535	599	591	611	653A	1882
536	Cancelled	591A	612	654	1898
537	666	592	613	655	901
538	667	593	614	656	908
539	668	594	615	657	904
539A	669	595	616	658	905
540	670	596	617	660	1695
541	671	597	618	661	909
541A	672	598	619	662	906
542	673	599	620	663	907
543	674	600	621	664	908
544	675	601	622	665	1692
545	676	602	623	666	1316
546	677	603	625	666A	1317
547	678	605	624	666B	1318
548	514	606	626	666C	1319
549	515	607	627	668	1368
549A	516	608	628	669	99
550	517	609	629	669A	100
551	518	610	630	670	101
552	519	611	631	671	102
553	520	612	632	672	103
554	521	613	633	673	104
555	522	614	634	674	105
556	523	615	635	675	106
557	524	616	636	676	107
558	525	617	637	677	107
559	526	618	638	679	108
560	527	619	639	681	Cancelled
561	528	620	640	682	111
562	529	621	641	683	112
563	530	622	642	684	Cancelled
564	531	623	643	685	114
565	532	624	644	686	Cancelled
566	533	625	Cancelled	687	"
566A	534	627	645	688	902
566B	535	627A	646	689	913
567	536	628	647	690	914
568	537	629	648	691	915
569	538	630	649	692	910
570	539	631	650	693	911
571	540	632	651	694	912
572	541	634	652	697	1159
573	542	636	653	698	1160
574	543	637	654	699	1161
576	544	639	655	700	1162
577	545	641	656		

1904.	1908.	1904.	1908.	1904.	1908.
703	{ Cancelled See 763	756	302	822	1209
		756A	303	823	1210
704	1163	757	304	824	1211
705	1164	759	305	827	1212
706	1165	760	295	828	1214
706A	684	760A	Cancelled	829	1213
706B	682	761	292	830	1215
706C	683	762	Cancelled	831	1216
706D	683A	763	"	833	1217
708	1335	764	293	835	1221-2
709	1336	765	294	837	1223
710	1337	766	1877	841	1218
711	1338	767	Cancelled	842	1224
712	1339	768	299	843	1227
713	1340	769	300	844	1227
714	1341	772	Cancelled	845	1225
715	1342	774	"	846	1227
716	1343	776	306	847	Cancelled
717	1344	777	307	848	"
718	1345	778	308	849	"
719	1346	779	309	849A	"
720	1347	781	314	850	"
721	1348	783	317	851	"
722	1349	785	318	852	"
723	1350	786	319	853	"
724	1351	787	320	854	"
725	1352	788	321	857	1219
725A	1353	789	1179	858	Cancelled
726	276	790	1180	859	"
727	277	791	1181	862	"
727A	278	792	1182	863	"
728	279	793	1183	864	"
729	280	794	1184	865	"
730	281	795	1185	866	"
731	Cancelled	796	1186	867	"
732	"	798	1187	868	"
733	1354	799	1188	869	"
734	1355	800	1189	870	"
735	Cancelled	801	1190	871	"
736	1356	802	1191	875	"
737	1357	803	1192	881	"
738	1358	805	1195	883	1229
739	Cancelled	806	1196	884	Cancelled
740	286	807	1197	885	1230
741	287	808	1198	886	1232
741A	288	810	1199	889	1233
742	289	811	1200	890	1234
743	290	812	1193	891	1226
744	282	812A	1194	892	Cancelled
745	283	813	1207	893	"
746	297	814	1205	894	1235
748	310-311	814A	1201	895	1236
749	312	815	1206	897	1237
750	313	816	335	898	1240
751	315	817	336	899	1241
752	316	819	240	900	1242
753	298	820	322	901	1243
754	296	821	1208	902	1244
755	301				

1904.	1908.	1904.	1908	1904.	1908.
903	1219	967	1151	1099	703
905	978	968	1152	1100	
906	Cancelled	969	1153	1101	
907	"	972	1100	1103	716
909	"	973	1101	1104	
910	"	974	1100	1105	
911	"	976	1102	1107	713
912	1202	977	1103	1109	
913	1203	978	1104	1110	714
914	1204	979	1105	1111	715
915	1239	980	1106	1112	Cancelled
916	Cancelled	982	1107	1113	696
918	"	983	1107	1114	697
919	"	984	1108	1115	698
920	"	985	1109	1116	696
921	"	986	1110	1117	699
922	"	987	1111	1118	700
923	"	988	1112	1119	701
924	1245	989	1113	1120	705
925	Cancelled	990	1114	1121	
926	1247	991	1115	1122	
927	Cancelled	992	1116	1124	707
929	"	993	1154	1125	708
931	1117	993A	1155	1126	Cancelled
932	1119	994	1157	1127	"
933	1120	995	1158	1128	"
934	1121	997	1166	1129	"
935	1122	997A	1167	1129A	709
936	1123	998	1168	1135	710
937	1124	999	1169	1141	711
938	1125	1000	1170	1142	712
940	1126	1001	1171	1143	718-719
941	1127	1002	1172	1144	720
943	1128	1003	1173	1145	726
944	1129	1004	1174	1146	723
945	1130	1005	1175	1147	721
946	1131	1006	1176	1148	722
947	1132	1007	1177	1149	Cancelled
948	1133	1057	1178	1150	725
949	1134	1058	Cancelled	1151	Cancelled
950	1135	1059	"	1152	728
951	1136	1060	"	1153	729
952	1137	1060A	"	1153A	730
952A	Cancelled	1060B	"	1154	731
953	1138	1060C	"	1155	737
954	1139	1062	"	1157	738
955	1140	1063	"	1157A	739
956	1141	1063A	"	1158	740
957	1142	1069A	"	1159	741
958	1143	1069B	"	1160	742
959	1144	1069C	"	1161	743
960	1145	1069D	"	1166	846-850
961	1146	1070	691	1167	
962	1147	1071	690	1168	
963	1148	1072	692	1171	851
964	1149	1073	Cancelled	1172	852
965	1150	1074	"	1173	853
966	Cancelled	1096	704	1174	854
					855

1904.	1908.	1904.	1908.	1904.	1908.
1175	856	1267	793	1339	1333
1176	857	1268	794	1340	1426
1177	858	1269	795	1341	1394
1178	859	1270	796	1342	1395
1181	860	1271	797	1343	1396
1182	861	1272		1344	1397
1183	862	1273		1345	1398
1184	863	1274		1346	1399
1184A	864	1275	757-761	1347	1400
1185	865	1276		1347A	1401
1186	866	1277		1347B	Cancelled
1187	868	1278		1348	1403
1188	869	1287	841	1350	1404
1190	869	1288	842	1351	1407
1190A	870	1289	843	1352	1405
1191	871	1290	844	1353	1406
1192	872	1291	737-744	1354	1408
1193	873	1293	820	1355	1409
1194	874	1294	820	1356	1410
1195	875	1295	812 to 819	1357	1411
1196	876	1296		1359	1415
1196A	877	1296A	832	1360	1412
1196B	878	1297	821-823	1362	1418
1197	879	1297A		1363	1414
1197A	880	1298	824	1369	1381
1197B	881	1299	825	1370	1382
1198	885	1300	826	1371	Cancelled
1199	886	1301	827	1372	1422
1200	887	1302	1320	1375	1416
1201	888	1303	1321	1376	1418
1202	889	1304	Cancelled	1377	1419
1203	890	1305	1323	1378	1420
1205	891	1306	1324		1433, 1438,
1206	892	1307	1325	1379	1442
1229	882	1309	1326	1380	1427
1230	883	1310	1327	1381	1432
1231	884	1313	1328	1382	1429
1239	745	1314	1329	1383	1427
1240	746	1315	1330	1384	1430-1431
1241	747	1316	1331	1385	1441-1445
1242	749	1317	1332	1386	1444
1243	750	1318	1333	1387	1446
1244	751	1319	1334	1388	1443
1244A	752	1321	1384	1389	1443
1245	753	1321A	1425	1390	1447
1246	754	1322	1385	1391	1442
1247	755	1323	1459	1392	1428, 1438
1248	763	1324	1393	1394	1439
1249	765-775	1326	1423	1396	1440
1249A	783	1329	1460	1397	1441
1251	784-790	1330	1386 (b)	1398	1428
1252	798-811	1331	1386 (a)	1402	Cancelled
1253		1332	1387	1404	1434
1255		1333	1388	1405	1435
1256	776-779	1334	1389	1406	1436
1257		1335	1390	1408	1437-1448
1265	791	1336	1391	1409	1449
1266	792	1337	1392	1410	1451

1904.	1908.	1904.	1908.	1904.	1908.
1411	1450	1476	1578	1534	1569
1412	1453	1477	1491	1535	1570
1413	1452	1473	1492	1536	1571
1414	1454	1479	1493	1537	1572
1415	1455	1480	1494	1538	1574
1418	1456	1481	1495	1539	1575
1419	1457	1482	1496	1540	1576
1421	1458	1483	1497	1541	1578
1423	1461	1484	1520	1542	1579
1424	1462	1485	1521	1543	1580
1425	1463	1486	1522	1544	1581
1427	Cancelled	1487	1512	1545	1582
1428	"	1488 _A	1523	1546	1583
1429	1464	1488	1506	1547	1584
1430	1465	1489	1524	1548	1585
1431	1466	1491	1526	1549	1586
1432	1467	1492	1527	1551	1587
1433	1468	1493	1528	1552	1588
1434	1469	1494	1529	1553	1589
1435	1470	1495	1530	1554	1590
1436	1471	1496	1531	1555	1591
1437	1472	1497	1532	1556	1577
1438	1473	1498	1533	1557	1592
1439	1474	1499	1534	1558	1593
1440	1475	1500	1535	1559	1594
1442	1476	1501	1536	1560	1595
1443	1477	1502	1537	1561	1596
1445	1478	1503	1538	1562	1597
1446	1479	1504	1539	1563	1598
1447	1480	1505	1540	1564	1599
1448	1481	1506	1541	1565	1600
1449	1482	1507	1542	1566	1601
1450	1483	1508	1543	1567	1602
1451	1484	1509	1544	1568	1603
1452	1485	1510	1545	1569	1604
1453	1486	1511	1546	1570	1605
1454	1487	1512	1547	1571	1606
1455	1488	1513	1548	1572	1607
1457	1489	1514	1549	1573	1608
1458	1490	1515	1550	1574	1609
1459	1500	1516	1551	1575	1611
1460	1501	1517	1552	1576	1610
1461	1502	1518	1553	1577	1612
1462	1503	1519	1554	1578	1613
1463	1504	1520	1555	1579	1614
1464	1505	1521	1556	1580	1615
1465	1507	1522	1557	1581	1616
1466	1499	1523	1558	1582	1617
1467	1509	1524	1559	1583	1618
1468	1499	1525	1560	1584	1619
1469	1511	1526	1561	1585	1620
1470	1519	1527	1562	1587	1623
1471	1621	1528	1563	1588	1624
1472	1622	1529	1564	1589	1625
1473	1498	1530	1565	1590	1626
1474	1499	1531	1566	1591	1627
1475	1499 _A	1532	1567	1592	1628
	1525	1533	1568	1593	1629

1904.	1908.	1904.	1908.	1904.	1908.
1594	1630	1655	1682	1762	325
1595	1513	1656	1683	1763	326
1596	1514	1657	1688	1764	327
1597	1515	1658	1689	1764 _A	328
1598	1516	1659	1690	1764 _B	329
1600	1517	1659 _A	1671	1764 _C	330
1601	1518	1660	1672	1765	331
1602	1631	1661	1673	1766	332
1603	1632	1662	1674	1767	333
1604	1633	1663	1675	1768	334
1605	1634	1664	1676	1769	354
1606	1635	1665	1677	1770	355
1607	1636	1666	1678	1771	356
1608	1637	1667	1679	1772	357
1610	1638	1668	1680	1773	372
1611	1639	1669	1681	1774	373
1612	1640	1670	1682	1775	358
1613	1641	1671	1683	1776	359
1614	1642	1672	1684	1777	360
1615	1643	1673	1685	1778	361
1616	1644	1674	1686	1779	362
1617	1645	1675	1687	1780	363
1618	1646	1676	1688	1781	363
1619	1647	1677	1689	1782	364
1620	}	1678	1690	1783	365
1621		1679	1699	1784	366
1622		1680	1691	1785	367
1623		1681	1692	1786	368
1624	1650	1682	1693	1787	369
1626	1651	1683	1694	1788	370
1627	1652	1684	1695	1789	371
1628	1653	1685	1696	1789 _A	375
1629	1654	1686	1697	1790	376
1630	1655	1687	1698	1791	377
1631	1656	1688	833	1792	378
1632	1657	1689	834	1793	379
1633	1658	1690	835	1794	380
1634	1659	1691	836	1795	381
1635	1660	1692	837	1796	382
1636	1661	1693	838	1797	383
1637	1662	1694	839	1798	384
1638	1663	1695	840	1799	385
1639	1664	1742	261	1800	386
1640	1665	1744 (a)	262	1801	387
1641	1666	1744 (b)	}	1802	388
1642	1667	1744 (c)		1803	390
1643	1668	1744 (d)		1804	389
1644	1669	1747		1805	390
1645	1670	1749	264	1806	391
1646	1671	1751	265	1807	392
1647	1672	1752	266	1807 _A	393
1648	1673	1753	267	1808	394
1649	1674	1754	268	1809	395
1650	1675	1755	269	1810	396
1651	1676	1756	270	1811	397
1652	1677	1757	271	1812	398
1653	1678	1758	272	1813	399
1654	1679	1759	323	1814	400
	1680	1760	324		
	1681	1761			

1904.	1908.	1904.	1908.	1904.	1908.
1815	401	1872	1250	1935	1309
1816	402	1873	1254	1936	1305-1310
1817	403	1874	1255	1936 _A	1304
1818	404	1875	1258, 1259	1937	1299
1819	405	1876	Cancelled	1938	1302
1820	406	1877	1256	1939	1301-1303
1821	407	1878	1250, 1251	1940	1308
1822	408	1879	1252	1941	1308
1823	409	1881	1260	1942	1315
1824	410	1882	1261	1943	1306
1826	411	1883	1262	1944	Cancelled
1827	412	1884	Cancelled	1945	1311
1828	413	1885	"	1947	1300
1829	413	1886	"	1948	1312
1829 _A	414	1887	"	1949	1313
1830	421	1888	"	1950	1314
1831	415	1889	"	1951	1307
1832	416	1890	"	1952	1691
1833	417	1891	1257	1953	1692
1834	418	1892	Cancelled	1954	1693
1835	419	1893	"	1955	1694
1836	420	1894	1263	1956	1695
1837	422	1895	1264	1957	1696
1838	415	1896	1265	1958	Cancelled
1838 _A	423	1897	1266	1959	1697
1839	424	1898	1267	1960	1698
1840	415	1899	1268	1961	1699
1842	273	1900	1269	1962	1700
1844	274	1901	1270	1963	1701
1845	275	1902	1271	1964	1702
1846	Cancelled	1903	1272	1965	1732
1847	"	1904	1273	1968	1703
1848	"	1905	1274	1971	1704
1849	"	1906	1275	1972	1705
1850	183	1907	1276	1972 _A	1706
1851	337	1908	1277	1973	1707
1852	338	1909	1278	1973 _A	1708
1853	339	1911	1792	1974	Cancelled
1853 _A	340	1913	1279	1977	1709
1853 _B	341	1914	1283	1978	1710
1854	342	1915	1280	1979	Cancelled
1855	337	1916	1281	1982	"
1856	343	1917	1282	1987	1711
1856 _A	344	1918	1284	1988	1712
1856 _B	345	1919	1285	1989	1713
1856 _C	346	1920	1286	1990	1714
1858	347	1921	1288	1991	1715
1859	348	1922	1287	1992	1716
1860	Cancelled	1923	1290	2024	1717
1863	349	1924	1291	2025	1718
1864	350	1925	1292	2026	1719
1865	Cancelled	1926	1293	2027	1720
1866	351	1927	1289-1294	2028	1721
1867	352	1929	1291	2029	1722
1868	353	1930	1296	2030	1723
1869	374	1933	1299	2031	1724
1870	1252	1934	1297, 1298	2032	1725
1871	1250-1253		and 1301	2033	1726

1904.	1908.	1904.	1908.	1904.	1908.
2034	1727	2084	1850	2136	1910
2035	1728	2085	1856	2138	1911
2038	1729	2087	1864	2139	1912
2039	1730	2088	Cancelled	2140	1913
2039 ^A	1731	2090	"	2141	Cancelled
2040	1756	2091	1867	2142	1895
2041	1757	2092	1869	2143	1896
2042	1754	2093	1866	2144	1897
2042 ^A	1755	2094	—	2145	1898
2043	1758	2095	1870	2146	1899
2044	1759	2096	1870	2150	1916
2045	1735	2097	1868	2151	1917
2045 ^A	1737	2098	1871	2152	1918
2045 ^B	1738	2099	1871	2153	1919
2045 ^C	1739	2101	1872	2155	1914
2045 ^D	1740	2102	1873	2156	1920
2046	1732	2103	1874	2158	1915
2047	1733	2105	1875	2164	1909
2048	1734	2107	1875	2165	1925
2049	1741	2107 ^A	1875	2166	Cancelled
2050	1742	2108	1876	2167	1885
2052	1743	2109	1861	2169	1886
2053	1744	2110	Cancelled	2169	1887
2054	1745	2111	1860	2170	1927
2055	1746	2112	1857	2171	1928
2056	1747	2113	1858	2172	1929
2056 ^A	1748	2114	1859	2173	1930
2057	1749	2115	1862	2174	1931
2058	1750	2116	Cancelled	2175	1932
2059	1751	2117	1863	2176	1933
2060	1752	2118	1859	2177	1934
2061	1753	2119	1878	2178	1935
2062	Cancelled	2120	1878	2179	1936
2063	"	2121	1879	2180	1937
2064	"	2121 ^A	Cancelled	2181	1938
2065	"	2121 ^B	1880	2182	1939
2066	"	2122	1881	2183	1889
2067	"	2123	1888	2184	1890
2068	1841	2124	1894	2185	1891
2069	1846	2125	1900	2186	1892
2069 ^A	1855	2127	1901	2187	Cancelled
2070	1851	2127 ^A	1902	2188	1893
2071	1847	2128	1903	2189	1881
2072	1843	2129	1904	2190	1921
2074	1844	2130	1905	2190 ^A	1922
2075	1845	2132	1906	2190 ^B	1923
2076	1849	2133	1907	2191	1924
2078	1852	2134	1908	2192	1941
2079	1853	2134 ^A	1926	2193	1942
2081	1842	2134 ^B	1926	2194	1940
2082	1854	2134 ^C		2195	Cancelled
2083	1848	2135		2196	1943

[Paragraphs of the King's Regulations and Orders for the Army, 1904, which have been amended or re-drafted are denoted by a black line in the margin. Should any errors be discovered, it is requested that they may at once be pointed out, in writing, to the Secretary of the War Office.]

THE
KING'S REGULATIONS
AND ORDERS
FOR
THE ARMY.
1908.

SECTION I.—ORGANIZATION.

1. COMPOSITION AND GOVERNMENT OF THE ARMY.

General Principles.

1. The army is composed of fighting troops, services and departments. It comprises the regular forces and auxiliary forces. Service in the regular forces is spent partly with the colours and partly in the army reserve. The auxiliary forces consist of the militia, yeomanry and volunteers. Composition.
2. The terms of service for the regular forces, militia, and yeomanry are laid down in Recruiting Regulations. The conditions of enrolment of volunteers are contained in the Volunteer Regulations. Service.
3. The war organization of the army and the war establishments of units are laid down in War Establishments, issued annually with Army Orders. War establishment.
4. For financial reasons it is not possible to maintain the regular forces at war establishment in peace. On this account the regular forces are organized in such a way as to be dependent on the army reserve for the additional numbers required to place them on a war footing.
5. Peace establishments are laid down for all units of the army in Regimental Establishments, issued annually with Army Orders. These establishments, are based upon the requirements of war establishments, and, in the case of the regular forces, on the requirements for oversea drafts. Peace establishment.
6. The distribution of the army is shown in the monthly Army List. The allotment of units on mobilization is detailed in Field Army Tables. Distribution.
7. The government of the army is vested in the Crown. The command and administration of the army are placed in the hands of the Army Council. Government.
8. For the purpose of decentralization the army in the United Kingdom is divided into commands, each under a G.O.C.-in-C. Abroad a similar system of decentralization is adopted, the command of troops (except in India) being exercised, in the case of large commands, by G.O.s.-in-C., and, in the case of small colonies and garrisons, by officers of lower rank. Commands.

Channels
of com-
munication.
India.

9. The channels of communication throughout the army (exclusive of India) are shown in Appendix II.

10. Subject to the direction of the Secretary of State for India, the supreme executive authority in India in military affairs is the Governor-General in Council.

The Commander-in-Chief, being an extraordinary member of the Council of the Governor-General, has charge of the Army Department, while another military member of Council has charge of the Department of Military Supply.

The Commander-in-Chief is directly responsible to the Governor-General in Council for the command, discipline, training, organization, and preparation for war (excluding the supply of matériel) of the army in India.

The member of Council in charge of the Department of Military Supply is responsible to the Governor-General in Council for the services of supply and manufacture.

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2.—ARMY HEADQUARTERS.

The Army Council.

Composition
of Army
Council.

11. The Army Council is composed of seven members, four military and three civil, as follows:—

The Secretary of State for War.

The first military member (the Chief of the General Staff).

The second military member (the Adjutant-General to the Forces).

The third military member (the Quartermaster-General to the Forces).

The fourth military member (the Master-General of the Ordnance).

The civil member (the Parliamentary Under-Secretary of State).

The finance member (Financial Secretary to the War Office).

12. The Secretary of the War Office acts as Secretary to the Army Council.

13. The Order in Council defining the duties of the Army Council will be found in Appendix I.

General Distribution of Duties.

Duties at
War Office.

14. The duties connected with the administration of the army are apportioned as follows:—

The Secretary of State for War —

Secretary
of State.

(a) The general direction and supervision of all business.

(b) Special business reserved by the Secretary of State to himself, viz.: Political questions. Council questions. Promotions of military officers and removals from the service. Honours and rewards. Civil appointments and promotions. Selection of officers in cases where the recommendation does not rest with the Selection Board, and in other cases the consideration of recommendations made by the Selection Board.

Under the Secretary of State the Military Secretary is charged with the clerical and executive duties connected with appointments, promotions, and retirements of officers of the regular forces, and appointments to the staff; with the grant of honours and rewards, &c.; and with regulations for the admission

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of candidates to the Army. He also acts as Secretary to the Selection Board.

The Chief of the General Staff—

Organization for war. Training and instruction. Education C.G.S. and examination for promotion of officers. Examination of officers in foreign languages. Field operations, and promulgation of operation orders. Schemes for manœuvres, including concentration. Allocation of funds for manœuvres and training. Home defence. Plans of concentration for war. Preparation and maintenance of defence schemes. Conventions on international law and policy of employment of martial law. Military libraries. Intelligence. Drill books and manuals dealing with training and military instruction and war organization.

The Adjutant-General to the Forces—

Discipline. Medical services and sanitation. Recruiting and A.G. civil employment of reservists and discharged soldiers. Recruit training in dépôts. Distribution of units. Editing and issuing orders, other than operation orders, and military books of regulations. Editing and issuing mobilization orders. Questions relating to personnel. Mobilization of personnel. Gymnasia, army schools and cooking. Military police and prisons and detention barracks. Military and martial law. The administration of military international law. Casualties. Discharges. Desertion. Fraudulent enlistment. Medals. Ceremonial. Barrack policy as regards distribution of units.

The Quartermaster-General to the Forces—

Transport and remounts. Registration of horses. Veterinary Q.M.G. services. War Department vessels. Arrangements connected with moves and the issue of routes. Conveyance of stores. Railways. Appropriation, occupation, and equipment of barracks. Hire of buildings, to supplement barracks. Supply of food, forage, clothing, arms, ammunition, stores, and equipment. Mobilization arrangements connected with above services. Administration of corps dealing with above services.

The Master-General of the Ordnance—

Permanent fortifications and their armaments. Maintenance M.G.O. of barracks. New barrack services under £2,000.* Store buildings. Ranges. Hiring land and buildings other than for barracks. War Department lands. Field armaments. Artillery and engineer stores.

The Parliamentary Under Secretary of State—

Construction of new barracks and other buildings at home. Under Secretary of State.
Purchase of land. Administration of the Chaplains' Department.
Administration of the non-effective votes.

Financial Secretary to the War Office—

Audit and examination of accounts. Consideration of estimates. Financial Secretary.
Cash payments. Financial advice. Contracts. The administration of the Army Accounts Department.

Under the Financial Secretary a Director-General of Army Finance is appointed to be the accounting officer of Army Votes, Accounts, and Funds. The Director-General of Army Finance is also charged with the allowance and payment of all moneys for Army Services; with accounting for and auditing all cash expenditure and preparing the annual accounts of such expenditure for

* Barrack services over £2,000 will be carried out by the War Office direct.

Parliament ; with the audit of all manufacturing expense, supply and store accounts ; and with advising the administrative officers at the War Office and in commands on all questions of Army expenditure.

The Secretary of the War Office—

Secretary
War Office.

Duties connected with his office as Secretary to the Army Council. General control of War Office procedure and the conduct of official business, and the issue of all orders of the Army Council on these subjects. Preparation of papers for the decision of the Army Council, ensuring that, when necessary, précis of their contents accompany them, and that all the departments concerned have been duly consulted. Receipt, registration, distribution, and custody of all official letters, telegrams, &c. received in the War Office. Control and distribution of the clerical and subordinate staff. Parliamentary business of the office, including all references to the Parliamentary Counsel and the Law Officers of the Crown. Editing, publication, and distribution of the Army Lists, and of all Army Regulations, Army Orders, and Army Forms. Control of all printing and stationery. Correspondence relating to the appointment of Royal Commissions, of Interdepartmental Committees, and of Intra-departmental Committees where more than one branch is concerned ; receipt and distribution of the copies of their reports. Circulation of war news and official publications in the public press. Preparation of actuarial calculations and statistical returns. Domestic economy of the War Office.

Inspection by Army Council.

Attendance
of principal
officers.

15. When members of the Army Council make an inspection, the visit, in the absence of directions to the contrary, will be official, and all principal officers will attend, unless their attendance has been dispensed with by the Council.

3.—INSPECTOR-GENERAL OF THE FORCES.

Duties.

Inspector-
General.

16. The Order in Council defining the duties of the Inspector-General of the Forces is to be found in Appendix I.

(i.) For the due performance of these duties it is necessary that, under instructions from the Army Council, he should—

(a) By means of inspection ascertain whether the training, instruction, and preparation of the army for war, as laid down by regulations, are fully carried out in the various commands, and whether a uniform standard of efficiency is attained.

(b) Advise as to changes in regulations bearing on (a).

(c) By inspection, either personally or through his subordinates, keep the Army Council informed of the state of the army at home and in the colonies, as regards both personnel and equipment.

(ii.) The functions of the Inspector-General should be exercised with due regard to a general system of inspection applicable to the whole army, this system as carried out consecutively by regi-

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mental commanders, commanders of brigades and divisions, G.O.C.-in-C. and the Inspector-General himself, being of a progressive nature. In every case the object of an inspection is to ascertain the results achieved by the officer responsible for the efficiency of the unit or body of troops concerned. It is the duty of an inspecting officer to bring omissions and defects to notice, but this should be done without fettering the initiative or trenching on the responsibility of the C.O. in regard to the training of his men.

(iii.) A multiplicity of inspections of the same troops in exercises of the same nature tends to confusion and unnecessarily shortens the time which would otherwise be available for training. Purely formal inspections are of little value, while the rehearsal of an inspection by the commander of the unit or body of troops about to be inspected defeats the object of the inspection, and is therefore prohibited.

(iv.) To enable the Inspector-General to make his own inspections and those of his subordinates conform to the general system, G.O.C.-in-C. will forward to the Army Council by a fixed date in each year a programme of the training of the troops in their commands. This information should reach the Inspector-General sufficiently early to enable him to fix the dates of his visits and to lay his proposals before the Army Council. Long or formal notice of these dates need not necessarily be given to the local military authorities. It is desirable that the method of training squadrons, batteries, and companies by their C.Os. should occasionally be observed by the Inspector-General and his subordinate inspectors.

(v.) Theoretical instruction in winter includes war games, lectures, winter reconnaissances, and schemes worked out on the ground. During this period, the Inspector-General and his subordinates should arrange visits to the various commands; but there should be no interference with the work in progress. If, however, any marked innovation, whether advantageous or otherwise, is observed, the Inspector-General should report to the Army Council, who will call attention to it in a memorandum issued to the commands as soon as the winter training is concluded.

(vi.) When periodical inspections of divisions, cavalry brigades, or concentrated units of artillery are ordered by the Army Council, they will be conducted entirely by the Inspector-General who, for the purpose of these inspections, will set his own schemes. The selection of the troops thus to be inspected will be made annually by the Army Council, and the requisite funds provided in the allotment for field training in the Army Estimates.

(vii.) The direction of army manœuvres or staff rides of an important character, for which funds are specially provided by the War Office, will, if the Chief of the General Staff himself is not present, be entrusted by the Army Council to the Inspector-General, unless the manœuvre or staff ride is being conducted by a G.O.C.-in-C. senior to the Inspector-General in military rank.

(viii.) In addition to the duties enumerated above, the inspection of coast defences and the supervision of the training of the territorial force will form part of the functions of the Inspector-General.

Visits
outside
United
Kingdom.

17. The same system of inspection will be applied generally to commands abroad, the Inspector-General submitting annually to the Army Council a programme of the proposed visits of himself and his inspectors to portions of the Empire outside the United Kingdom. In the event of the government of a self-governing colony desiring that its forces should be inspected, the Army Council will make the necessary arrangements for their inspection by the Inspector-General.

Inspectors.

18. To assist the Inspector-General in carrying out these duties the following inspectors are appointed :—

Inspector of Cavalry.
Inspector of Royal Horse and Field Artillery.
Inspector of Royal Garrison Artillery.
Inspector of Royal Engineers.
Inspector of Army Service Corps.
Inspector of Medical Services.
Inspector of Equipment and Ordnance Stores.

Duties of Inspectors.

General
duties

19. An inspector will report to the Inspector-General. He will confine his inspections and reports to efficiency and training for war. He will see that the methods of training make for uniformity. He will satisfy himself that the instructions in the Training Manuals are adhered to, and will point out any deficiencies, errors, or omissions, in these works.

20. An inspector will record an opinion on the efficiency of the officers of a unit as a whole,* on that of the men, and horses, the class of recruits, both as regards physique and character (noting any locality from which recruits of an inferior grade are drawn), the quality of remounts, the handling of troops, the standard and system of training, the suitability and completeness of equipment, the mobilization arrangements, and, generally, all that affects the readiness of the forces for war. He will take note of and encourage suggestions for improvement of training, equipment, and efficiency, and will bring to the notice of the Inspector-General any that may be considered worthy of the attention of the Army Council.

Inspector of
Cavalry.

21. The Inspector of Cavalry will, in addition to inspecting cavalry units and dépôts, inspect and report on the Cavalry School, the equitation of the mounted units of the R.E., and of the cadets of the Royal Military College, Sandhurst.

He will report on the musketry and signalling, as well as the efficiency in the field, of the cavalry units he inspects.

At places where R.H.A. and cavalry are quartered in the same station he will see these arms working together in a tactical exercise, and will report on their combined action.

Inspector of
R.H.A. and
R.F.A.

22. The Inspector of R.H.A. and R.F.A. will, in addition to reporting on units of R.H.A. and R.F.A. (including militia field artillery), inspect and report on heavy batteries attached to field troops, ammunition columns, artillery practice camps, and on the equitation of the cadets at the Royal Military Academy. When inspecting R.H.A. he will satisfy himself as to its capacity for action with cavalry. When cavalry is available he will see the two arms acting in co-operation. He will report whether the equipment and ammunition are complete and in good order, whether all important alterations in matériel have been carried

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Gen. No.
862

8
King's
120

20
Artillery
3317

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King's
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Gen. No.
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* Reports on individual officers are rendered as provided for under para. 132.

out, whether artificers are properly trained and efficient, whether the mark of equipment is the same throughout the brigade, and whether the packing of baggage wagons is understood and practised. The results of the annual practice in each command will be sent to him. His reports on units will embrace efficiency in range finding, signalling, and musketry.

23. The Inspector of R.G.A. will inspect all R.G.A. units, both regular and auxiliary, in their special duties. He will test the knowledge of artillery tactics, gunnery, signalling, electricity, use of the telephone, mechanism, &c., possessed by officers and N.C.Os., their acquaintance with the part assigned to them in the local defence scheme, and their ability to instruct their subordinates. Inspector of R.G.A.

He will direct special attention to the accurate and rapid handling of guns and ammunition. The results of the annual practice in each unit will be sent to him.

He will, whenever possible, be informed by coast defence commanders at home stations of their arrangements for manoeuvres in conjunction with the Royal Navy. If practicable he will be present at such manoeuvres and at important practices.

He will report on the supply of armaments, the efficient working of guns, mountings, and matériel—including movable armament and position-finding and other instruments—and the proper distribution and delegation of artillery control.

He will also enquire into the procedure for regulating the maritime traffic at defended ports in time of war, and will see the regulations practised by day and night at his inspections; and, in communication with the Inspector of R.E., or, in his absence, with the C.R.E. concerned, he will satisfy himself as to the efficient working of defence electric lights.

He will, as far as possible, inspect annually the armaments and personnel of the R.G.A. in the United Kingdom, as well as the schools of instruction for heavy and siege artillery. He will supervise the arrangements for the training of the R.G.A. militia, and for the camps of instruction of the R.G.A. volunteers, inspecting as many of them as he may think necessary. He will also inspect, biennially, the fortresses of Gibraltar and Malta. He will inspect, once in three years, the defences of (i.) Bermuda and Jamaica, (ii.) Sierra Leone, the Cape and Mauritius, and (iii.) Ceylon, Singapore and Hong Kong.

24. The Inspector of R.E. will ensure that all field and fortress units of the R.E., including militia and volunteer units, are efficient, and, in communication with the Inspector of R.G.A., will satisfy himself as to the efficiency of coast defence works and electric lighting. Inspectors. R.E.

At R.E. dépôts he will report on the class of recruit, especially as regards physique, education, and trade qualifications, and whether the required proportion of the various trades is maintained; whether the training of the recruit, with reference to the requirements of the corps, is satisfactory and the time allowed utilised to the best advantage; whether suitable ground is available for the technical training; whether a fairly uniform system is followed for testing the recruits at their trades and rating them for engineer pay; whether, at the School of Military Engineering and Schools of Electric Lighting, the technical training of the young officers and special classes of N.C.Os. and men is satisfactory.

Inspector of
A.S.C.

25. The Inspector of the A.S.C. will inspect the several units of the corps with a view to ensuring uniformity in their professional training, equitation, equipment, and organization.

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1907

At transport dépôts he will report, with reference to the requirements of the corps and the time allowed, whether the training is utilised to the best advantage, and with satisfactory results.

He will also inspect the various supply, transport, and barrack establishments existing at stations.

Where supply dépôts, including government bakeries and abattoirs, are established, he will report on the quality of supplies produced, and the efficiency with which the duties connected therewith are performed.

When inspecting the transport, he will ascertain whether full value is obtained from existing establishments (animal, mechanical, and water) and see that unnecessary hiring is avoided.

As regards the inspection of barrack services, he will ascertain whether these (including laundries) are efficiently and economically conducted.

Inspector of
Medical
Services.

26. The Inspector of Medical Services will report on :—

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(i.) The physical and sanitary efficiency of the forces, and on any precautionary or remedial measures relating to barracks, encampments, garrisons, stations, hospitals, diet, dress, drills, duties, &c., which may, in his opinion, conduce to the preservation of the health of the troops, and the mitigation or prevention of disease.

(ii.) The medical examination and physical training of recruits, both at dépôts and with units, and whether the gymnastic courses, drills, duties, &c. subject the men to undue strain.

(iii.) The methods of medical administration in districts and commands, with a view to establishing a uniform system throughout the army.

He will also inspect military hospitals and visit transports and hospital ships.

He will report on the adequacy of the sanitary instruction afforded to the army, and also on schools of instruction (including garrison schools) and courses of instruction conducted by the R.A.M.C.

He will inspect the R.A.M.C., and general medical stores (including the store at Woolwich), and will report whether all ranks are thoroughly acquainted with their duties in connection with the medical arrangements for mobilization.

Inspector of
Equipment
and Ordnance
Stores.

27. The Inspector of Equipment and Ordnance Stores will enquire into the methods by which the various duties of the A.O. D. are carried out; the knowledge of the officers and personnel as regards the detail of their work; the condition of all ordnance buildings and of the stores therein; and he will report (when required) upon proposals involving increases of expenditure in the department. He will inspect war reserves of ordnance stores and mobilization equipment under the "G 1098" series of Army Forms, whether in charge of units or the A.O.D., and will report, when necessary, upon the peace equipment of units. He will also inspect the civil establishments of the department.

4.—COMMAND.

Classification of Higher Commanders and Exercise of Powers of Command.A.O. 82
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23. The higher commanders of the army are grouped in three classes, namely—

Classes
of com-
manders.

(i.) General Officer Commanding-in-Chief.

(ii.) Divisional Commander.

(iii.) Brigade Commander.

The powers assigned to the above commanders will be exercised by the undermentioned officers, respectively, or by officers acting for them.

(i.) General Officer Commanding-in-Chief :—

(a.) The Field-Marshal Commanding-in-Chief the British troops and High Commissioner in the Mediterranean, the G.O.C.-in-C. of a command in the United Kingdom, the G.O.C.-in-C. in South Africa, and the Governor and Commander-in-Chief of Malta, of Gibraltar, and of Bermuda.

(b.) The following officers will also exercise the powers, though they will not hold the title, of G.O.C.-in-C., or receive the honours and salutes pertaining to that title :—

A G.O.C. an army in India, the G.Os.C. London, Guernsey and Alderney, and Jersey Districts ; Sierra Leone ; North China ; South China ; Straits Settlements ; Mauritius ; Egypt ; Ceylon ; and Jamaica.

(ii.) Divisional Commander :—

(a.) The G.O.C. a division.

(b.) Coast defence commander, when not below the rank of major-general.

(c.) The G.O.C. Transvaal and Cape Colony Districts.

(iii.) Brigade Commander :—

(a.) A major-general, or brigadier-general holding a command of troops, or a district command, and not classified in (i.) or (ii.).

(b.) The following officers, when not below the rank of substantive, or local colonel, will also exercise the powers of a brigade commander, except when it is stated in regulations that the power in question is only to be exercised by an officer not below the rank of brigadier-general :—

An O.C. a cavalry or an infantry brigade, or the artillery of a division.

A commander of two or more lieutenant-colonels' commands R.A.

A coast defence commander, not classified in (ii.) or (iii.) (a).

A chief engineer, a P.M.O., an O.C., A.S.C., an O.C., A.O.C.

The O.C. a regiment of Foot Guards, with regard to the units of the regiment under his command which are stationed in the London District.

United Kingdom and Channel Islands.

Home
commands.

29. The United Kingdom is divided into seven commands, each command, except Aldershot, being sub-divided into districts :—

The Aldershot Command.	The Southern Command.
The Eastern Command.	The Western Command.
The Northern Command.	The Scottish Command.
The Irish Command.	

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London, Guernsey and Alderney, and Jersey form independent districts apart from the commands.

The areas comprised within commands and districts are shown in the monthly Army List.

30. There are two distinct classes of command :—

- (i.) A command over a certain geographical area, such as that exercised by a G.O.C.-in-C. or district commander.
- (ii.) A command which does not embrace any defined area and only extends over a specific body of troops, such as that exercised by a divisional, brigade, or coast defence commander.

Exercise of
command.

31. Under the G.O.C.-in-C. the command of the troops will be exercised in the following manner :—

- (i.) Field units (regular forces) : by divisional and brigade commanders.
- (ii.) Artillery and engineer units (regular and auxiliary) allotted to coast defences, provided they are quartered within the command (para. 29) : by coast defence commanders.
- (iii.) Artillery and infantry depôts and auxiliary forces, excluding those mentioned in (ii.) and (iv.) and the yeomanry : by district commanders, &c. See paras. 35 and 36.
- (iv.) Engineer units of the auxiliary forces not allotted to coast defences : by the chief engineer of the command. See para. 29.

32. A divisional or cavalry brigade commander, in addition to commanding those regular troops which are allotted to his division or cavalry brigade, commands such other regular units, with the exception of the troops detailed in para. 31 (ii.) and (iii.), as may be placed under his orders by the G.O.C.-in-C.

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Units
away from
head-
quarters.

33. Where units of a division or a brigade are quartered at a station other than, but in the same command as, their divisional or brigade headquarters, they will be under their divisional or brigade commander for all purposes, except that for purposes of discipline and interior economy, where these affect the station (as defined in para. 34), they will be under the officer commanding the station. Where units of a division or brigade are quartered in a command (para. 29) other than that in which their divisional or brigade headquarters are situated, they will be for all purposes under the G.O.C.-in-C. in whose command they are located, except when assembled with their division or brigade.

Command of
station.

34. The senior combatant officer at a station will, in all cases, be held responsible for the maintenance of discipline and order at the station, and to that extent will be the commander of all troops stationed there.

He will, further, command any troops at the station the command of which is not specifically allotted to divisional, brigade, coast defence, or district commanders, as in para. 31, or allotted under the orders of the G.O.C.-in-C., as in para. 32.

He is not responsible for, and is to avoid interfering with—

- (i.) Orders or instructions issued to units or detachments quartered at his station by the commanders mentioned in paras. 31 and 32, provided these orders do not interfere with the routine work of the station.
- (ii.) Administrative arrangements, which are controlled by the general officer i/c administration.

In the event of orders being issued to the troops, or administrative arrangements being made which, in his opinion, are not suitable to the requirements of the station, he will represent his views to the officers concerned.

If, in his opinion, immediate action is required, he will deal with the matter on his own responsibility, reporting to superior authority the reasons for his intervention and the nature of the orders issued by him.

35. The training of units of the auxiliary forces will be supervised as follows :— Training of auxiliary forces.

- (i.) Colonels of cavalry are appointed in the Southern, Eastern,* Scottish, Northern,* and Western Commands to supervise the training of the yeomanry. These officers are under the direct orders of the G.O.C.-in-C. The training of the Irish yeomanry will be supervised by the O.C. 3rd cavalry brigade.
- (ii.) Lieutenant-colonels commanding militia and volunteer artillery supervise the training of garrison artillery units of the auxiliary forces. For the training of units allotted, or partially allotted, to coast defences they are responsible to the coast defence commanders; for the training of other units to the O.C. district.
- (iii.) A coast defence commander is responsible for the training of the militia and volunteer engineer units which are allotted to coast defences. The training of engineer units which are not allotted to coast defences is supervised by the chief engineer of the command. See para. 29.
- (iv.) Militia infantry units, except those under the orders of the G.O.C. London District (see para. 36), and those allotted to coast defences when placed under the orders of coast defence commanders (see para. 77), will be under the O.C. district, who is responsible for the supervision of their training.
- (v.) The O.C. a volunteer infantry brigade is responsible to the O.C. district for the training of his brigade, except when it is placed at the disposal of a coast defence commander. See para. 77.

36. The G.O.C. the London, Guernsey and Alderney, and Jersey G.O.C. Districts.
Districts will command and train the regular and auxiliary forces in their districts. The infantry units of the auxiliary forces in the London District are under the immediate orders of G.O.C. regiments of Foot Guards. The Guards dépôt is under the G.O.C. the London District.

* These officers are also officers i/c cavalry records. See para. 92.

Abroad.

Governor of
a colony.

37. The governor of a colony is the single and supreme authority responsible to and representative of His Majesty. He is, by virtue of his commission, and the Letters Patent, entitled to the obedience and assistance of all military and civil officers, but although bearing the title of captain-general or commander-in-chief, and although he may be a military officer, senior in rank to the O.C. the forces, he is not, except on special appointment from His Majesty, invested with the command of His Majesty's regular forces in the colony. He is not, therefore, entitled to take the immediate direction of any military operations, or, except in cases of urgent necessity, to communicate officially with subordinate military officers, without the concurrence of the O.C. the forces, to whom any such exceptional communication must be immediately notified.

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Parole.

38. The governor, as the King's representative, will give the "word" (parole) in all places within his government.

Returns.

39. The O.C. the forces will render to the governor such returns as the latter may require relating to the strength and condition of the troops, or to the military defences of the colony.

Receipt of
Army Act.

40. On the receipt of the Army (annual) Act, the O.C. the forces will communicate to the governor the "Orders" in which it is promulgated.

Transfer of
troops to
another
colony.

41. Where several colonies are comprised in one military command, the officer in command of the whole may transfer troops from one colony to another on the application of the governor of the colony to which the troops are to be sent. This application should, when practicable, contain the written expression of opinion of the military officer, if any, there in command; but the O.C. must in all cases consult with the governor of the colony from which the troops are sent, and will incur a special responsibility if he sends them away without the governor's consent, except under special instructions from home.

Precedence
in colonies.

42. When two or more colonies are comprised within one military or naval command, the military and naval officers holding the command in any one of such colonies will retain the precedence assigned to them in the colonial regulations, notwithstanding the presence of the chief superior officer of the whole military and naval command respectively.

Reports by
governor
on military
matters.

43. When the governor shall have occasion to report upon, or bring under the consideration of the Secretary of State for the Colonies, matters which involve military as well as civil considerations, or which require the decision or concurrence of the Secretary of State for War, he will first communicate with the O.C. the forces in the colony respecting the matters in question, and, having obtained that officer's opinion or observations thereon, he will transmit the same, with his own report, to the Secretary of State for the Colonies; and will, in every case, furnish to the O.C. the forces a copy of any report he may make involving military considerations. If the O.C. considers that these reports require the consideration of the Army Council he is to forward the duplicates, with his observations, by the same mail which conveys the original report to the Secretary of State for the Colonies.

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Corre-
spondence
on civil
questions.

44. Similarly when the O.C. the forces in a colony desires to bring to the notice of his military superiors any matters which may

involve civil as well as military considerations, he will first communicate with the governor with a view to obtaining his opinion thereon. He will transmit with his own report, any opinion or observations he may thus obtain; and will in every case furnish the governor with a copy of any reports he may make on subjects other than military discipline and routine. If the governor considers that these reports require the consideration of the Secretary of State for the Colonies, he is to forward the duplicates, with his observations, by the same mail which conveys the original report to the Army Council.

Duplicate
report to
governor.

45. For the purposes of paras. 37 to 44, colonies comprised under one government-in-chief are to be regarded as a single colony.

Combined
colonies.

46. India, inclusive of Burma, is divided, for the purposes of command, into two armies, each army being sub-divided into divisions:—

The Northern Army.

The Southern Army.

47. South Africa is divided into districts and sub-districts, as shown in the monthly Army List.

South
Africa.

5.—ESTABLISHMENTS.

48. The educational and training, manufacturing, and miscellaneous establishments of the army are shown in the monthly Army List.

Establish-
ments.

SECTION II.—DUTIES OF COMMANDERS, INSPECTIONS, AND CONFIDENTIAL REPORTS.

1.—DUTIES OF COMMANDERS.

General Officer Commanding-in-Chief.

Responsibility.	51. The G.O.C.-in-C. is responsible for the command, training, and efficiency of the troops located in the command. He is also responsible for the administration of his command, except as delegated to the general officer i/c administration.
Command and training.	52. The G.O.C.-in-C., being relieved of administrative work by the general officer i/c administration, is able to devote his undivided attention to the command and training of the troops.
Delegation of power.	53. He will delegate to divisional and coast defence commanders extended powers; and to such officers as he may deem advisable, not below the rank of colonel, the power of convening and confirming district courts-martial.
Selection of officers of auxiliary forces.	54. He will select and submit to the Secretary of State for War the names of officers of the auxiliary forces for appointment and promotion.
Manœuvres.	55. The G.O.C.-in-C. Aldershot Command will, without reference to the War Office, arrange with the G.O.C.-in-C. Southern Command for facilities to manœuvre the troops of the Aldershot Command on Salisbury Plain.
Leave of absence.	56. A G.O.C.-in-C. at home will inform the War Office if he proposes to proceed on leave of absence, reporting at the same time the name and rank of the officer on whom his command will devolve. A G.O.C.-in-C. abroad will not quit the area of his command without permission, and in applying for leave of absence he will specify the name and rank of the officer on whom his command will devolve.
Trespass and intercourse with civil authorities.	57. He will prevent interference with manorial rights or trespass upon private property by the troops in his command, and will maintain friendly intercourse with magistrates and other civil functionaries.
Harvesting.	58. He will use his discretion in allowing soldiers to be employed in harvest work, provided the employment of the population is not thereby interfered with. Such permission, however, will not be granted in cases where strikes or disputes between farmers and their labourers exist.
Reports of riots, &c.	59. He will immediately report all cases in which the troops have been engaged in riots or disturbances, either among themselves, or when civilians have been concerned, and will further report the result of his inquiries into the circumstances.
Official secrets.	60. General and other officers commanding are responsible that all persons employed under them are made acquainted with the provisions of the "Official Secrets Acts, 1889," and a record that this has been done should be kept in every headquarters, regimental, and departmental office.

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61. The authority exercised by the G.O.C. the London district will be similar to that exercised by a G.O.C.-in-C. He will also perform the duties of an O.C. a brigade as regards the battalions of guards in London and Windsor. G.O.C. London District.

62. A G.O.C. to whose command a general officer i/c administration is not appointed will carry out the duties assigned to such officer.

63. A G.O.C.-in-C. at home, a G.O.C. London, Jersey, or Guernsey and Alderney Districts, and a G.O.C. abroad (except India) will furnish annually to the War Office, as soon as possible after 1st January, a short report bringing to notice any shortcomings in the existing state of their command, as affected by local conditions, and containing suggestions for rectifying the same and for generally increasing the efficiency of the troops. This report should be of a general nature, and deal with such subjects as the following :— Annual Report.

How far local considerations have affected recruiting, training, feeding, dress, housing, and the health of the troops during the year under report ; whether regulations which have been issued have been difficult of application, with any suggestions for amending the same ; suggestions for improving the training of troops in the command by the acquisition of training areas, rifle ranges, &c.

Other subjects affecting the command which may be considered of sufficient interest or importance may also be brought to notice.

General questions, affecting the army as a whole, should only be touched upon as far as they affect the efficiency of the particular Command with regard to which the report is furnished.

Questions of importance, which a G.O.C.-in-C. desires to bring to notice, should not be held over for this report, but should be dealt with, as they arise, in separate communications.

Reports made to general officers by staff officers or heads of services or departments, and tables of statistics, are not to accompany the annual report.

64. A sum, which will be notified yearly to the officers concerned, will be placed at the disposal of each general officer of a command, to be expended by him during each financial year, without the previous sanction of the War Office, on objects of a military nature, provided that the expenditure (i.) does not involve a permanent alteration of existing regulations, (ii.) does not involve a permanent charge, and (iii.) is not made, apart from grants in relief of expenditure actually incurred, for the specific purpose of increasing the regulated emoluments of any person. A schedule of the sums expended, with brief particulars of the service, will be kept by the district accountant, and forwarded to the War Office (through the chief accountant in commands where a chief accountant is appointed) at the end of the financial year. Allotment of money for special expenditure.

General Officer Commanding a Division.

65. The command exercised by a divisional commander is dealt with in paras. 31, 32 and 33. The divisional commander has under his orders, for the purposes of discipline and interior economy only (see para. 193), the officers and men of services and departments serving at the station where divisional headquarters are located. On all subjects connected with their technical duties these officers correspond direct with the heads of services and departments of the command. See para. 192. The divisional commander will thus be able to devote his attention to the training of troops for war. Duties.

Manœuvres. 66. When a division is assembled for manœuvres or other training, the A.S.C. and R.A.M.C. allotted to divisions in Field Army Tables will, when possible, form part of the division.

Responsibility. 67. The divisional commander will be responsible that deficiencies in mobilization equipment held by units under his command are brought to notice, and that the mobilization orders of these units are kept up to date.

Delegation of power. 68. He will delegate responsibility and power to brigadier-generals.

Officer Commanding a Brigade.

Brigade commander. 69. A colonel, graded as a brigadier-general, is appointed to command a brigade of cavalry or infantry, and will perform duties analogous to those laid down for a divisional commander. His relations to the officers who are responsible for administration will be as described in para. 65.

Officer Commanding Divisional Artillery.

Divisional artillery commander. 70. The brigadier-general commanding the divisional artillery is, under the divisional commander, responsible for the command and training of the artillery of the division, in so far as their peace stations permit; he is also responsible for the command and training of other artillery units of the field army stationed within the command in which the division is located.

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Coast Defence Commander.

Defence schemes. 71. The commander of coast defences at home prepares a scheme for the defence of his coast defences. This scheme will be revised annually, and the G.O.C.-in-C. will forward a copy of the revised scheme to the War Office.

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72. With a view to ensuring that facilities are afforded for the annual training of the allotted troops, the G.O.C.-in-C. will submit his remarks, if any, on the general features of the scheme. It will rest with the War Office to see that the principles on which the scheme is based accord with those approved for the United Kingdom.

73. A similar procedure will be adopted with regard to schemes for the defence of the Imperial fortresses, Gibraltar, Malta and Bermuda.

Committee for revision. 74. At a place abroad where the general commanding is not also the governor, the revision of the scheme will be considered by a committee to be assembled annually by the governor, consisting of the O.C. the troops as president, and of not more than five members selected on account of their military, naval, and local knowledge. If a naval officer is not available to serve on the committee, advantage will be taken of the presence of any of His Majesty's ships to obtain advice on all matters involving an expression of naval opinion. The scheme, as revised, will be submitted to the governor, who will transmit it home for examination by the Colonial Defence Committee.

Scope of revision. 75. As a scheme of defence should deal only with the men and material actually available, or that can be made available on emergency, the annual revision should represent the plan on which the commander would defend the place with the existing resources.

Recommendations for alterations in armament or personnel are on no account to be embodied in a scheme of defence.

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76. The coast defence commander stands in the same relation to the G.O.C.-in-C. of a command, in the case of larger coast defences, as does the G.O.C. a division; and in the case of the smaller coast defence commands, as does the O.C. a brigade. He will command and train the artillery and engineers of the regular or auxiliary forces, which are allotted to his coast defences; provided they are quartered within the command. See para. 29. He will not, however, be responsible for the training of field units stationed within his defences.

Relation to
G.O.C.-in-C.

77. He will command and train the infantry, allotted to his defences, in their duties in connection with the defence scheme, when they are placed under his orders.

Responsi-
bility for
training.

77A. He will supervise the mobilization arrangements of artillery and engineer units in the command allotted to his coast defences. He will supervise the arrangements necessary to complete the mobilization of other units after arrival in his coast defences on mobilization.

78. Units allotted to coast defences, but quartered outside the limits of the command (see para. 29), are, when practicable, to be brought under the command of the coast defence commander for training in their duties in connection with the defence scheme.

79. The coast defence commander must make himself thoroughly acquainted with the administrative services appertaining to his command; and should he observe any deficiencies or defects in the stores, supplies, equipment, or works necessary to place and maintain the defences of his command in an efficient condition, he will be responsible for bringing such deficiencies and defects to the notice either of the general officer i/c administration or of the War Office, as prescribed in paragraph 82. The representatives of services and departments, who are charged in peace with their several administrative duties in each coast defence command, will also be responsible for the elaboration of the administrative arrangements required in the command for war, and will, as far as possible, remain to carry out such arrangements in time of war.

Responsi-
bility for
efficient
condition of
his coast
defences.

80. While under the orders of the coast defence commander for the purposes of discipline and interior economy, these officers will correspond direct on all subjects connected with their technical duties with the heads of their services and departments under the general officer i/c administration of the command. See paras. 192 and 193. The coast defence commander will thus be relieved of administrative detail and routine correspondence, and be able to devote proper attention to the organization of his command, the distribution and training of his troops for war, and the preparation and revision of his scheme of defence.

Services and
depart-
ments.

81. The coast defence commander will take due precautions against unauthorized persons obtaining access to the works, armaments, and defensive establishments and communications of his command. See Appendix IX. He will be responsible that proper arrangements are made for communicating with the local naval authorities, and for regulating the traffic into ports or harbours so far as the military service is concerned.

Access to
works.Harbour
traffic.

82. The coast defence commander will keep the G.O.C.-in-C. fully informed of all matters with which that officer should be acquainted.

Alterations
to arma-
ments,
works and
defences.

As a general rule the coast defence commander will communicate direct with the War Office regarding proposals for altering or strengthening the armament, works and defences of his command,

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1442

and concerning the details of the matters referred to in paras. 71 and 81. He will communicate with the general officer i/c administration concerning the making good of defects in armament, works, or defences, and if the service cannot be effected locally the coast defence commander will refer to the War Office; when the approval of the War Office has been obtained, the necessary administrative arrangements will be made by the general officer i/c administration.

Deficiencies
in supplies
and stores.

The coast defence commander will communicate with the general officer i/c administration concerning deficiencies of supplies or stores, and the latter officer will communicate with the War Office if the requirement cannot be met from within the command or is not covered by regulation.

Officer Commanding a District (other than the London District) in the United Kingdom.

Duties.

83. The O.C. district, who is graded as a brigadier-general, will command and supervise the training of the following units which are located in his area :—

- (i.) artillery and infantry depôts ;
- (ii.) auxiliary forces ; except yeomanry and engineer units, garrison artillery units allotted to coast defences, and infantry when placed at the disposal of coast defence commanders. See para. 77.

84. In the case of the R.A. and R.A.M.C. he will be assisted by the O.C. militia and volunteer artillery, and the administrative medical officer, respectively.

Arrange-
ments for
mobiliza-
tion.

85. He will be responsible that deficiencies in personal equipment, clothing, and necessities held at depôts for mobilization purposes are brought to notice, and that the mobilization orders of depôts under his command are kept up to date.

86. He will be responsible for the supervision of mobilization arrangements of units of the auxiliary forces not allotted to coast defences.

87. In the case of units of the auxiliary forces allotted to coast defences, except garrison artillery and engineers allotted to coast defences in the command, he will supervise the arrangements necessary for their assembly and despatch to war stations on mobilization.

Recruiting,
etc.

88. He will also be responsible for recruiting, and for supervising arrangements in connection with the provision of civil employment of reservists and discharged soldiers within his area.

Inspection of
units outside
command.

89. When militia and volunteer infantry units under his command are sent for training outside the area of the district, their inspection will be arranged in the command to which they are sent. See paras. 35 and 36.

Ireland.

90. An O.C. a district in Ireland will, in addition, be an officer i/c records.

Officer i/c records.

Appoint-
ment.

91. Officers of the rank of colonel are appointed to take charge of the records of the cavalry, R.A., R.E., infantry, and A.S.C.

Duties of Commanders.

Paras. 92-99.

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92. The distribution and custody of records are shown in the following table* :—

	Record Office.	Officer i/c records.	Units affiliated to Record Office.
Cavalry	York	Colonel, Cavalry	Hussar regiments.
" " " " " "	Canterbury	" " " " " "	Dragoon and Lancer regiments.
R.H. and F.A.	Woolwich	Colonel, R.H. and F.A.	Horse and Field Artillery units.
R.G.A.	Dover	Colonel, R.G.A.	Garrison Artillery units.
R.E.	Gravesend	Colonel, R.E.	Engineer units.
Infantry (Guards)	London	Colonels Commanding Regiments	Foot Guards.
" (Line, except K.R. Rif. C. and Rif. Brig.)	Headquarters of District	Colonel	Territorial regiments of District.
Infantry (K.R. Rif. C. and Rif. Brig.)	Winchester	Colonel Commanding	King's Royal Rifle Corps and Rifle Brigade.
A.S.C.	Woolwich	Colonel, A.S.C.	A.S.C. units.
R.A.M.C.	Aldershot	O.C. Depôt, R.A.M.C.	R.A.M.C. units.
A.O.C.	Woolwich	O.C., A.O.C.	A.O.C. units.
A.V.C.	War Office	Director-General, A.V.S.	A.V.C.
Corps of Military Police	Aldershot	O.C. Corps	Mounted and Foot Police.
Military Provost Staff Corps	War Office	Inspector of Military Prisons and Detention Barracks	Military Provost Staff Corps.
Army Pay Corps	War Office	Officer Administering Army Pay Corps	Army Pay Corps.
Corps of Army Schoolmasters.	War Office	A.A.G. Army Schools	Corps of Army Schoolmasters and Schoolmistresses.

33

Aldershot

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93. Under instructions from the War Office an officer i/c records Drafts, will make all necessary arrangements for furnishing drafts to units abroad.

94. He will command the reservists whose records are in his Reservists. charge.

95. He will be the C.O. of N.C.Os. and men at home belonging C.O. of to units abroad, provided that they are not attached to a unit, detail from or to a depôt in the United Kingdom. abroad.

96. He will forward to the assistant director of ordnance Medals. stores, Woolwich Arsenal, rolls for war medals, and will issue the medals to O.C. units, to men who have left the colours, and under existing regulations to the next-of-kin.

97. On subjects connected with records and drafts an officer Correspondence. i/c records will correspond directly with O.C. units or depôts, with the headquarters of the command, or with the War Office, as occasion demands.

Officer Commanding Royal Garrison Artillery.

98. The O.C.R.G.A. commands the R.G.A. allotted to the O.C.R.G.A. coast defences; he is responsible to the coast defence commander for the care and preservation of the guns, ammunition, and artillery matériel in charge of the R.G.A. under his orders.

Officer Commanding an Unit.

99. A C.O. is responsible to the King for the maintenance of discipline, efficiency, and proper system in the unit under his command. He will, by advice and by timely intervention, endeavour to promote a good understanding and to prevent disputes. Responsibility of C.O. Disputes. He is to discountenance any disposition in his officers to gamble and practical jokes. or to extravagance. He is also to check any tendency among his

* In the cases not provided for in this table the O.C. unit is the officer i/c records.

- officers to practical jokes, and whenever any serious case requiring his intervention arises, he is to record the manner in which it was disposed of and submit the same for the information of the brigade commander at his next inspection.
- Health of troops.** 100. Officers are to pay particular attention to the preservation of the health of the troops. Medical officers are charged with advising general and other officers commanding, who will incur grave responsibility if such advice is neglected without adequate reason.
- Duties.** 101. A C.O. will supervise and control all duties performed by those under his command, and will be held accountable for public equipment and stores, of whatever description, appertaining to his corps or establishments.
- Equipment, &c.** 102. A C.O. is responsible for the condition of the arms in his charge, and for the armourer-serjeant examining them once a quarter, and keeping them in thorough repair.
- Arms, &c.** 103. A C.O. is responsible for the correct receipt and issue of all supplies, and for daily issues being inspected and weighed in the presence of an officer.
- Supplies.** 104. A C.O. is to cause every order issued for general information, to be either republished in regimental orders or circulated to all whom it may concern in the unit. He is to afford officers under his command facilities for becoming acquainted with changes in the regulations and orders for the army.
- Promulgation of orders.** 105. A C.O. is responsible for the proper application of all regimental funds, and will supervise and control the committees formed for their management.
- Regimental funds.** As soon as the accounts for the quarter are ready, the C.O. of each unit will assemble an audit board, consisting of the three next senior officers present at headquarters.
- Quarterly audit board.** The accounts of the officers' mess, wine and billiard funds, band, serjeants' mess, regimental institute, workshops, and all charitable and other funds, will be laid before it. The board will examine all vouchers, and will satisfy themselves that liabilities are not omitted from the balance sheet, that assets are not overestimated and that the cash credits are actually available.
- The balance of the funds will be entered in the proceedings, which will be made out on A.F.—A 2, and the board will record thereon that these instructions have been carried out. The proceedings will be laid before the C.O. for approval, and placed before the brigade commander at his annual inspection.
- Officers in temporary command.** 106. An officer in temporary command of a unit will not issue any standing orders, nor alter those which are at the time in force, nor authorize the application of regimental funds to any purpose other than the ordinary current expenditure, without reference either to the permanent C.O., or to the brigade commander. On the other hand, an officer while absent from, and not in the exercise of, his command, cannot issue regimental or other orders relating to such command.
- C.O. to train his officers.** 107. A C.O., assisted by the senior major, is responsible for the systematic and efficient instruction of officers under his command in all professional duties, and for their due preparation for examinations for promotion. A general staff officer of a command or division will, under the orders of the G.O.C., advise and assist a C.O. in all these educational tasks, and a general officer, at his annual inspection, will fully enquire into the methods of instruction and report upon the results achieved.

A C.O. will often direct field officers and captains to take command on parade, and to exercise the unit. He will encourage subaltern officers to qualify for the duties of adjutant, both in the field and in the orderly-room, and will afford them every facility for so doing. Practical instruction by C.O. in the field.

108. It is the duty of a C.O. to bring specially to the notice of the inspecting general any officers distinguished for proficiency in their duties. He will also bring to notice those who, from incapacity or apathy, are deficient in knowledge of their duties, or do not afford him that support which he has a right to expect, or conduct themselves in a manner injurious to the efficiency or credit of the corps. Efficiency and conduct of officers to be reported.

Officer Commanding an Artillery or Infantry Depôt.

109. In addition to the duties laid down for the O.C. an unit, the O.C. an artillery or infantry depôt will, under the O.C. district, be responsible for the efficiency and discipline of the depôt, and for the training of recruits; he will also be responsible to the O.C. district that the personal equipment, clothing and necessaries of reservists are held ready for issue, and that complete arrangements are made for dealing with reservists on mobilization in accordance with the Mobilization Regulations. Responsibility.

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110. An O.C. an infantry depôt will be responsible for recruiting arrangements within the recruiting area allotted to him. Recruiting.

Regimental Officer other than a Commanding Officer.

111. A field officer should make himself thoroughly acquainted with the professional abilities and acquirements of all officers placed under his supervision, and a company, &c., commander should acquire similar knowledge with regard to his subalterns. A major of cavalry or infantry, except the senior major, will command a squadron or company, and will perform all regimental duties as a captain. Senior officers to supervise and assist juniors.

112. Every company, &c., commander, even if the appointment is held only temporarily, is charged with the equipment, ammunition, clothing, and public stores appertaining thereto, and is accountable for them to his C.O. He is responsible for the men's messes and necessaries being properly provided. He will pay attention to the cleanliness of the men and to that of their clothing, arms, accoutrements, and barracks or quarters. He is bound to take charge of all money received on account of his company, &c., and is responsible for the safe custody of such money, and for its being expended in conformity with regulations, and with due regard to the interests of his men. A N.C.O. is not to be subjected to the risk of loss by having public money placed in his hands. Responsibility of company, &c., commanders.
Care of public money.

113. Kit inspection will be held only at such times as a company, &c., commander may consider necessary. Kit inspection.

The visiting or inspection of barracks, stables, &c., will not, except in cases of necessity, be performed on Sunday. The holding of parades will, as far as possible, be avoided on Sundays. Inspections and parades not to be held on Sunday.

114. Every officer is expected, if he has been two years in the service, to be capable of commanding and exercising a company, &c., in every situation, and to be perfectly acquainted with its interior management, economy, and discipline; and if he has been two years in command of a company, to be competent in every respect to undertake the duties of a field officer. All subaltern Proficiency of officers.

officers will be trained and instructed in the routine of the orderly-room and the quartermaster's office, and will undergo a practical course of instruction in the armourer's shop. Subalterns of mounted branches will also undergo a practical course of instruction in the farrier's shop. Those who have not passed the examination for the rank of captain are to attend monthly, on receipt of the pay list from the accountant, and make themselves acquainted with the system of keeping the soldiers' accounts. Every officer, before he is dismissed drill, will be required (i.) in the cavalry, to go through a regimental course of signalling, including the flag and semaphore, to ride in the ranks, to strip and put together a saddle, to saddle, bit, and turn out in marching order a horse, to put together the harness of and to harness a horse in the squadron cart; (ii.) in the R.H.A. and R.F.A., in addition to above, to drive in the centre, lead, and wheel; (iii.) in the A.S.C., to be proficient in "ride and drive" and "long-rein driving."

2.—INSPECTIONS AND CONFIDENTIAL REPORTS.

Inspections—General Instructions.

Inspection
of troops.

115. Generals commanding will inspect every unit soon after its arrival in their command, with a view to ascertaining its efficiency, and will inspect annually each of the units under their command.

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When a change of stations is ordered during the usual inspection season, arrangements for the annual inspection of the corps moving will be made by the two general officers concerned.

When units of cavalry and infantry are organized as brigades, the inspection will be carried out by the brigade commander. This inspection will be independent of any inspection that the general in superior command may choose to make.

Method of
inspection.

116. The inspection will be divided into three portions:—

- (i) *In the field*; to be held, at home stations in the summer, usually after the completion of the training of the unit.
- (ii) *In quarters*; to be held, at home stations, usually in the spring.
- (iii) *In special subjects*; i.e., subjects not common to the three arms, to be held when convenient.

All arms.

The inspection in (i.) and (ii.) for all arms (except units of R.H.A. and R.F.A., at home, not allotted to divisions), and in (iii.) for infantry, will be carried out by the divisional commander (or brigade commander in the case of a cavalry or infantry brigade). The inspection in (i.) and (ii.) of unallotted units of R.H.A. and R.F.A. will be carried out as may be directed by the G.O.C.-in-C. of the command in which they are stationed. The inspection in (iii.) of Cavalry, R.A., R.E., A.S.C., R.A.M.C., A.V.C. and A.O.D., at home, will be carried out by the officers concerned.

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Inspection
of R.A.

117. The inspection of the R.A. at home and abroad will embrace both the personnel and matériel, including mobilization equipment.

Inspecting
officers.

118. The inspection in para. 116 (iii.) of R.A. will be carried out as follows:—

Artillery allotted to divisions—

Home ... By the O.C. divisional artillery.

Artillery attached to cavalry brigades—

1st Cavalry Brigade by the O.C. divisional artillery 2nd Division.
2nd " " " " 4th "
3rd " " " " 5th "

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Unallotted R.H.A. and R.F.A.—

20
Artillery
3403

Northern, Scottish and Western
Commands

By an O.C. divisional artillery, not
under the rank of brigadier-
general, to be detailed by the
G.O.C.-in-C., Aldershot Com-
mand.

Southern Command (including
2nd Heavy Brigade R.G.A.)

By the O.C. divisional artillery 3rd
Division

Eastern Command and London
District

4th Division

20
Artillery
3405

Irish Command—

No. 11 District

5th "

" 12

6th "

South Africa, by the commander R.H.A. and R.F.A., South Africa.

R.G.A. (except heavy artillery at home)—

By colonels commanding R.G.A., where such officers are appointed ;
where they are not appointed, by commanders of coast defences, if
artillery officers ; if they are not artillery officers, then by the senior
artillery officer in the coast defence command.

R.G.A., abroad—

By the O.C.R.A. in the command.

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K.R.
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119. The inspection of R.G.A. will include that of all ordnance, ammunition and stores in their charge, and is to be directed in such a manner as to test the efficiency of all ranks in their technical duties as artillerymen. R.G.A. will not be inspected in infantry drills and battalion movements other than those necessary to enable them to take part in ceremonial parades.

120. The commandant of the School of Gunnery, Shoeburyness, will inspect the branch School of Gunnery at Lydd.

Inspection
by com-
mandant of
School of
Gunnery.

Inspection of an Unit.

121. The inspection of an unit as a whole in the field and in quarters will be directed to testing not only the efficiency and capacity for command of the C.O., but the general readiness for war of the unit as regards training, discipline, and interior economy.

Efficiency of
units to be
tested.

The inspection will include the following subjects, so far as applicable to the branch of the service to which the unit belongs :—
drill, fire discipline, physical training, bayonet fighting, sword exercise, revolver practice, machine gun drill and practice, signalling, range finding, musketry efficiency, field firing (when possible) or other musketry practice, field manoeuvres, and the subjects prescribed for the annual course of training.

Subjects of
inspection.

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For the purpose of inspection, physical training should not as a rule be carried out by a body larger than a squadron or company.

122. The inspection of a company, etc., in the above subjects, will be directed towards testing the capacity of the individual officers, section leaders, and N.C.Os. generally, to act as instructors and leaders, as well as the efficiency and readiness for war attained by the rank and file of their respective commands.

Officers to be
tested.

123. A general officer will, as a rule, be accompanied by one staff officer only on his tours of inspection. When circumstances necessitate his taking another, an explanation will be given when transmitting the claim for travelling expenses. An officer below the rank of general officer is not entitled, except when performing the duty of a general commanding, or under the special authority of the G.O.C.-in-C., to be accompanied by a staff officer on tours of inspection.

Staff officer
to
accompany
G.O.C.

14
Northern
6

An orderly is not allowed to accompany an officer in circumstances involving expense to the public.

124. Every effort will be made to ensure the attendance of every officer and soldier at the general's inspection of the unit itself or its component parts.

All ranks to
be on parade.

A.O. 98
1905

125. An inspection report on every unit will be made on A.F. B 153. In the case of a regular unit, the report will be retained by

Inspection
reports.

the G.O.C.-in-C. at home, or G.O.C. abroad. On transfer of a regular unit from one command to another, the previous inspection report will be forwarded to the general commanding the command to which the unit proceeds.

A.O. 98
1903

Should a general officer desire to bring to the notice of the Army Council any points referred to in inspection reports on the units under his command, he will do so in a separate letter.

Forwarding
brigade
reports.

126. The inspection reports of a brigade commander are to be addressed to the divisional commander under whom he may be serving, who will state on the same document, and in continuation of the inspecting officer's report, whether he concurs therein.

8
K.R.
37

Complaints
and claims.

127. If an officer or soldier desires to bring any grievance to the notice of an inspecting general officer, he is to be afforded an opportunity of doing so; but the annual inspection is not in ordinary cases the occasion on which grievances should be brought forward.

Orders
issued by
inspecting
officer.

128. Whenever an inspecting general officer has occasion to mention in his report any defects or irregularities, he will also state the orders he has given with a view to their rectification; and when the occasion so requires he will direct such orders to be embodied in the permanent order book of the unit. He is also to state in his report in what manner and with what effect any orders issued at the previous inspection have been obeyed. In cases where it may be necessary to repeat or call attention to any orders previously given, full particulars relating thereto will form part of his report. Where it is necessary to call attention to defects in barracks or make suggestions for their improvement, it will be stated whether it is proposed:—(i.) to deal with the service in the next year's estimates, or (ii.) to provide for it locally.

Suggestions
as to
barracks.

Restriction
as to local
matters.

129. The further inspections referred to in para. 116 (iii.) will be carried out as laid down for the different branches of the service to which they refer, but an inspecting officer, not being the G.O.C.-in-C. of the command, is not to interfere either with the orders and regulations laid down in the several commands, or with the immediate control and supervision of the general commanding.

Inspection of Royal Army Medical Corps.

130. Instructions as to the further inspection of the R.A.M.C. are contained in the Standing Orders for this corps.

Inspection by the Director-General, Army Veterinary Services.

131. The Director-General, Army Veterinary Services, will make such inspections of the A.V.C. and of the horses, forges, stables and forage barns of mounted units and remount depôts as he may consider necessary, and render such reports as the circumstances require.

8
King's
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Confidential Reports.

Confidential
reports.

132. A confidential report will be furnished to the War Office annually on every officer.

114
Gen. No.
4804

(i.) This report will be made out in the first instance by the C.O., or other immediate superior of the officer reported on, and will record the opinions of the brigade and divisional commanders. The brigade commander need not, however, report upon an officer below the rank of captain unless he desires to bring him specially to notice. Similarly, the divisional commander need not report on any officer below the rank of field officer. The G.O.C.-in-C. will add his remarks where he desires to do so. These reports will be

strictly confidential and privileged, and are in no case to be made public, the instructions laid down in para. 138 being regarded as exceptional and limited to the officers therein specified.

(ii.) Confidential reports on officers of the instructional establishments of the undermentioned army schools of instruction will be completed by the respective commandants, who will forward them direct to the Director of Military Training, War Office. The reports on commandants of these schools will be rendered by the Director of Military Training :—

114
Misc.
1722

Cavalry School, Netheravon.
School of Gunnery, Shoeburyness (including School at Lydd).
School of Gunnery for R.H.A. and R.F.A., Shoeburyness.
School of Musketry, Hythe.
School of Signalling, Aldershot.
Mounted Infantry School, Longmoor.

1
Accts. Est.
88
114
Gen. No.
4804

(iii.) A confidential report on an officer of the Army Accounts Department will be rendered to the War Office by the chief accountant of a command. An appeal by a military officer against such a report will be addressed to the Army Council through the G.O.C.-in-C.

(iv.) A report on an inspector of army schools will be made out by the senior officer of the adjutant-general's staff in the command in which he is stationed.

(v.) A staff or a seconded officer should only be reported on by his immediate superiors, and in such cases the appointment held should be shown in red ink on the report; but a regimental commander is to bring to notice at any time any circumstances affecting such staff or seconded officer which in his opinion should be laid before the Army Council. On the other hand the Army Council, on the return of a staff or a seconded officer to his unit, will inform his regimental commander of any circumstances which have occurred during the period of staff or seconded service which they consider should be known to his regimental commander.

114
Gen. No.
4804

(vi.) Seniors of regimental grades should be specially reported on in anticipation of the annual report, if anything should occur likely to prejudice their promotion.

A.O. 23
1906

(vii.) The annual confidential report on a member of Queen Alexandra's Imperial Military Nursing Service will be submitted through the G.O.C.-in-C.

133. An officer will be recommended in his annual report either :—

Reports by inspecting officers other than G.O.C. ■

(i) For accelerated promotion (which may be given either in his own unit or extra-regimentally).

(ii) For promotion in the ordinary course,
or

(iii) For promotion to be delayed.

Should the confidential reports of two successive years recommend delay in promotion, a special report will be rendered by the three senior officers present with the unit, stating whether they think it desirable that the officer should be retained in the service.

134. In reporting on a C.O. a general officer will state clearly his opinion as to his fitness for further promotion or employment, and the nature of appointment, if any, for which he appears to be most suited.

Reports on C.O.

135. The report on an adjutant or quartermaster of the auxiliary forces, on the active list, will be made by the following officers :—
Artillery.—By the O.C. militia and volunteer artillery, to the

Reports on adjutants and quartermasters of militia, yeomanry, and volunteers.

8
King's
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G.O.C.-in-C. In the case of a unit allotted to coast defences through the coast defence commander. In the case of a unit not allotted, through the O.C. district.

Engineers.—By the field officer of R.E. who inspects the unit concerned, through the chief engineer of the Command to the G.O.C.-in-C. In the case of a unit allotted to coast defences, through the coast defence commander, instead of through the chief engineer.

Infantry.—*Militia.*—By the O.C. district to the G.O.C.-in-C.

Volunteers.—By the O.C. the volunteer brigade, through the O.C. district to the G.O.C.-in-C.

Yeomanry.—By the officer deputed to inspect, to the G.O.C.-in-C.

Reports on
officers on
detachment.

136. Whenever a portion of a unit is detached under a field officer for any period exceeding six months, the O.C. the unit will call upon the field officer commanding the detachment to furnish him with such reports on each officer as may enable him to complete his own report.

Special
reports on
officers of
less than
three years'
service.

137. In the case of every officer of less than three years' service, the reports will be accompanied by special and independent reports by each of the three senior officers of the corps present, recording their opinion whether his retention in the service is in every respect desirable, and likely to be advantageous to the army. When the officer is serving with a detachment, these reports will be rendered by the two senior officers of the corps and the O.C. the detachment.

Adverse
reports.

138. When the officer who, in accordance with para. 132, first renders the report, considers it necessary to record any fault which affects an officer's character as an officer and a gentleman, or his fitness for his present position, or for promotion to a higher one, the particulars of the adverse report are, when practicable, to be read to him and a copy handed to him by the brigade commander or other officer to whom the report is rendered, who shall at the same time communicate any points which may have come under his observation. If the officer unfavourably reported on is not present at the time of the inspection, the above particulars are to be communicated to him by letter. A note will be made in the report that these instructions have been duly attended to, or an explanation furnished when they have not been carried out. If the result of the report is considered by the Army Council to prejudice the officer's chances of further promotion, he will be so informed. Similar procedure will be followed in the case of adverse reports other than those made in the annual confidential reports.

Accelerated
promotion.

139. In recommending an officer for accelerated promotion, a general or commanding officer will record clearly and concisely the special qualifications which make the officer more efficient than his comrades. Recommendations of this nature should be sparingly made, and should apply to cases only where the officer is exceptionally gifted, or where he has displayed special ability in the performance of his duties. These recommendations will carry greater weight when an officer has passed his examination for promotion and has obtained a special certificate (see Appendix XI), although the latter is not an essential condition. When an officer passes out of the Staff College and thereby becomes exempt from examination in (c) and (d) for promotion, the commandant, Staff College, will record in his final report whether he considers the officer specially deserving of consideration for accelerated promotion.

SECTION III.—THE STAFF.

1.—ORGANIZATION.

Composition and Distribution.

141. The staff of the army (exclusive of India) consists of :—

The staff at Army Headquarters.

The staff in commands, districts, and garrisons, at home and abroad.

The distribution of the staff is given in the monthly Army List.

142. The staff at Army Headquarters is divided into —

(i.) The general staff.

(ii.) The adjutant-general's staff.

(iii.) The quartermaster-general's staff.

(iv.) The master-general of the ordnance's staff.

Army Headquarters
staff.

143. The staff in commands, districts, and garrisons, is divided into —

(i.) The general staff.

(ii.) The adjutant-general's staff.

(iii.) The quartermaster-general's staff.

Commands,
districts,
&c.

2.—APPOINTMENTS.

General Instructions.

144. Officers for employment on the staff of the army are selected exclusively from the regular forces, including the Royal Marines.

145. An officer is not qualified to hold a staff appointment :—

(i.) Until he has been four years in the service, unless special authority has been obtained.

Qualification
for staff
appointment.

(ii.) Unless he has passed the examination for promotion to the substantive rank next above that held by him when selected for the appointment, except in the case of there being no reasonable probability of his promotion until after he has completed his tenure of the appointment. In such cases it will rest with the officer to pass the examination for promotion before his turn for promotion arrives, whether this occurs before or after the completion of his tenure; and should he have failed to qualify for promotion when his turn comes, he will be superseded.

(iii.) As a general rule, an officer will not be eligible to hold an appointment on the general staff unless he has passed through the Staff College.

146. (i.) Officers holding staff appointments at home or in the colonies, unless seconded, or unless they are substantive majors who have been replaced by additional captains, are required, on their regiments being ordered to India or on active service to relinquish such appointments in order to accompany their regiments. In like manner, officers on the staff in India (unless seconded, or excepted from the operation of this rule by special authority) are required to vacate their appointments on their regiments quitting the country.

Relinquish-
ing staff ap-
pointments.

(ii.) A cavalry or infantry officer on completion of a tour of staff service abroad (in case of India see Army Regulations, India, Volume 2) will, if his regiment (or a battalion of his regiment in the case of an infantry officer) is stationed in the command, join that unit for duty, pending absorption. In other cases, the G.O.C. will inform the War Office in sufficient time to enable instructions as to the officer's disposal to be received by him before the tenure of such officer's appointment expires.

(iii.) If vacating staff service at home an officer may be granted leave for one month with regimental pay. Such leave should be at once reported to the War Office and the officer instructed to report, in writing, ten days before its expiration, to the War Office for orders.

(iv.) If an officer is not desirous of leave a report to that effect should be made to the War Office before his appointment terminates, and the necessary instructions as to his disposal will then be issued.

147. The regulations governing the selection and appointment of officers to, and the establishment of the general staff at Army Headquarters and in commands, districts, &c. (excluding India), are given in Appendix III.

3.—DUTIES AT ARMY HEADQUARTERS.

General Staff.

General staff
at army
head-
quarters.

148. The duties of the general staff are dealt with by three Directors, who are respectively charged with—(i.) Military Operations, (ii.) Staff Duties, and (iii.) Military Training. For details, see Appendix IV.

The functions of the general staff at Army Headquarters are to advise on the strategical distribution of the army, to supervise the education of officers, and the training and preparation of the army for war, to study plans of operations, to collect and collate military intelligence, to direct the general policy in army matters, and to secure continuity of action in the execution of that policy.

Adjutant-General's Staff.

Adjutant-
general's
staff.

149. The duties of the adjutant-general's staff are dealt with by four Directors, who are respectively charged with—(i.) Recruiting and Organization, (ii.) Personal Services, (iii.) Army Medical Service, and (iv.) Auxiliary Forces. For details, see Appendix IV.

Quartermaster-General's Staff.

Quartermas-
ter-general's
staff.

150. The duties of the quartermaster-general's staff are dealt with by four Directors, who are respectively charged with—(i.) Movements and Quartering, (ii.) Transport, Remounts, and Army Veterinary Services, (iii.) Supplies, and (iv.) Equipment and Ordnance stores. For details, see Appendix IV.

Master-General of Ordnance's Staff.

Master-
general of
ordnance's
staff.

151. The duties of the master-general of the ordnance's staff are dealt with by two Directors, who are respectively charged with—(i.) Armament and Ordnance Factories, and (ii.) Fortifications and Works. For details, see Appendix IV.

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4.—DUTIES IN COMMANDS, DISTRICTS, AND GARRISONS, AT HOME AND ABROAD, EXCLUDING INDIA.

General Instructions.

152. The distribution of staff duties as defined in the following paras. is designed to meet the requirements of peace conditions. The organization of the staff of an army in the field, which necessarily differs in some respects from that defined below, is dealt with in the Field Service Regulations (Part II). At manoeuvres, and in making preparations for manoeuvres, the distribution of staff duties should, as far as possible, be in accordance with the principles laid down for an army in the field.

153. Orders, other than those issued at manoeuvres or in the field, will be arranged in two classes, viz. :—

General staff orders.

Orders relating to administration.

(i.) The orders comprised under each class will be divided into numbered paragraphs, each dealing with a separate subject, but the numbering for both classes combined will be consecutive throughout the year. Each order will be prepared by the staff officer or head of service or department concerned.

(ii.) Orders should, as a rule, be embodied under one heading containing the name of the officer issuing the orders, the command or force to which the orders refer, and the date and place of issue, *e.g.* :—

Orders by General X-----.

Commanding.....

Aldershot.

25th June, 1907.

(iii.) General staff orders should be signed by the senior general staff officer or, in his absence, by the next senior; orders relating to administration should be signed by the general officer i/c administration or, in his absence, by the senior general staff officer.

A staff officer signing orders will add to his signature his rank and the title of the appointment he holds on the staff, *e.g.* :—

Brigadier-general

General staff,

or,

Brigadier-general

In charge of administration.

The above instructions do not apply to orders issued under service conditions, *i.e.*, on manoeuvres and at staff rides, when the instructions contained in Field Service Regulations, Part I, Combined Training, and Part II, War Organization and Administration, will be followed.

154. The duty of mobilizing the troops rests with the general officer i/c administration, the general staff assuming the direction of the movements of units when their mobilization is reported complete.

The General Staff.

General Staff.

155. An officer of the general staff will deal direct with the G.O.C.-in-C., or with the general on whose staff he is serving, and will assist him in promoting military efficiency, especially in regard to the education of officers and the training of the troops, and in carrying out the policy prescribed by Army Headquarters.

156. An officer of the general staff is charged with the supervision of the following subjects :—

Schemes of defence in the command ; organization for war ; training and instruction of the troops ; education and examination of officers ; staff rides ; preparation and execution of schemes for concentrations, manœuvres and field operations, and promulgation of operation orders ; intelligence duties ; officers' libraries.

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King's
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157. In drawing up proposals for training and manœuvres, special importance is to be attached to the concentration, under their own commanders, of divisions and brigades, whose units are, for purposes of quartering, separated from their command.

Estimates of sums required in connection with training* will be drawn up by the general staff under the G.O.C.-in-C. or other general in consultation, as to the financial effect of the proposals, with the general officer i/c administration.

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The Adjutant-General's and Quartermaster-General's Staffs.

Adjutant-general's staff.

158. The duties of the adjutant-general's staff include questions relating to personal services and discipline, organization, drafts and establishments, mobilization, recruiting, civil employment of reservists and discharged soldiers, interior economy, gymnasia, medals, discharges, casualties, military prisons and detention barracks, army schools, auxiliary forces (other than education and training), and army reserve.

Quartermaster-general's staff.

159. The duties of the quartermaster-general's staff include questions relating to movements of troops, issue of routes, appropriation, occupation, and equipment of barracks and hospitals, hire of buildings to supplement barrack accommodation, and arrangements for camps, but the quartermaster-general's staff will not be an intermediary between the general officer i/c administration and the heads of services and departments.

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General officer i/c administration.

160. To the staff of each G.O.C.-in-C. there is appointed an officer styled general officer i/c administration who co-ordinates the duties of the adjutant-general's and quartermaster-general's staffs in the command. This officer is entrusted with the administrative services and departments of the command, and exercises his authority by order of the G.O.C.-in-C. who will delegate to him such extended powers as will enable him to deal with all administrative matters which do not involve questions of policy or principle.

161. The general officer i/c administration will under authority delegated by the G.O.C.-in-C., correspond direct with the War Office on all subjects not involving questions of policy or principle.

162. As regards the chaplains and the chaplain's department, he will exercise the same authority as that delegated to a G.O.C.-in-C.

163. He will exercise the financial powers given by regulation to a G.O.C.

* See A.F. M 1442 in which are embodied the instructions dealing with the scope and administration of the training grant.

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164. He may delegate his financial authority to his administrative subordinates, as laid down in Appendix V. The discretion as to this delegation rests with the general officer i/c administration, who will not thereby be relieved from ultimate financial responsibility. Delegation of financial authority.

165. He will prepare such annual estimates as may be required, including in the estimate such sums as are required for training purposes. Estimates.

166. He will be responsible to the Army Council and, on their behalf, will see— Responsibility to Army Council.

- (i.) That the money voted by Parliament is not expended without due authority, under the rules laid down by Parliament and the Treasury.
- (ii.) That the money voted is not deflected to purposes other than those contemplated by Parliament.
- (iii.) That the sums allocated to him under the various sub-heads of the votes are not deliberately exceeded.
- (iv.) That losses, and unremunerative expenditure generally, are not written off contrary to regulations.

167. He will deal direct with the local heads or representatives of the services and departments, viz :—the chief engineer, the assistant director of supplies and transport, the P.M.O., the P.V.O., the assistant director of ordnance stores, and the deputy assistant director of remounts.

168. He will supervise arrangements for recruiting and for mobilization.

169. He will supervise the arrangements for the provision of animals, supplies and matériel throughout the area of the command.

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170. Except in cases of theft or fraud, the G.O.C.-in-C. may in special circumstances authorize the writing off of losses, deficiencies, or over-issues of cash not exceeding the following amounts, provided that recovery presents special difficulty, or would cause considerable hardship, or that an over-issue has been made through an excusable misunderstanding of the regulations :—

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- (i.) *Commands to which chief accountants have been appointed*, whose concurrence will be obtained on behalf of the director-general of Army Finance—

When pay, allowances or pensions have been over-	
issued at the wrong rate and accepted in good faith	£10
Other over-issues and deficiencies of cash	£20

- (ii.) *Commands to which chief accountants have not been appointed* £5

Cases of theft and fraud will be dealt with in the manner laid down in para. 671 (ii.).

SECTION IV.—SPECIAL AND PERSONAL APPOINTMENTS.

1.—SPECIAL APPOINTMENTS.

General Instructions.

Appoint-
ments.

171. Information regarding the various special appointments open to officers, and the conditions affecting the tenure of such appointments, is contained in the Pay Warrant.

Qualifica-
tions.

172. An officer, except in the case of an adjutant or assistant adjutant of the regular forces, is not qualified to hold a special appointment unless he possesses the qualifications laid down in para. 145 (i.) and (ii.).

Governors of Military Prisons and Commandants of Detention Barracks.

Officers
eligible.

173. Combatant officers on the active list not below the rank of captain are eligible for these appointments. Candidates should apply to have their names recorded for consideration as opportunities offer.

Adjutant and Assistant Adjutant of Regular Forces.

Adjutant.

174. A C.O. will report to the G.O.C.-in-C.* the name of the officer serving under his command whom he recommends for the appointment of regimental or battalion adjutant, stating whether the officer has previously served as adjutant and whether he has been through the course of instruction referred to in para. 175, and if so, when. The G.O.C.-in-C., if he approves, will confirm the appointment and notify it to the War Office, if possible one month before the vacancy occurs. An officer will not, except in very exceptional circumstances, have his term prolonged, or serve a second term. An officer who has not qualified at a school of musketry is not to be recommended, except for an adjutancy in the R.A. In the case of adjutants of the R.A., R.E., and A.S.C. should there be no suitable officer in the command, the G.O.C.-in-C. will apply to the War Office to supply one.

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Arty.
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An officer, except in very special circumstances, will not be appointed adjutant of a cavalry regiment unless he has qualified at the Cavalry School.

Course in
training of
recruits.

175. Adjutants of cavalry regiments, artillery brigades, infantry battalions and all R.E., infantry and A.S.C. depôts will, shortly before appointment, or, if that is not feasible, as soon after appointment as possible, go through a course of instruction at Aldershot in the physical training of recruits.

* In the Brigade of Guards, the G.O.C., London District.

176. In regiments and battalions at home, and at depôts when both battalions are abroad, a subaltern officer, qualified at a school of musketry, will be appointed assistant adjutant by the C.O., to assist in the musketry training of young officers and recruits, and to instruct machine-gun detachments. He will be exempt from garrison and regimental duties while performing his special duties, but at other times he will be available for any duty.

Assistant
adjutant.

Duties.

Adjutant of Auxiliary Forces.

177. Appointments as adjutant in the auxiliary forces will be made by the War Office from the approved list of candidates, priority being, as a rule, granted, in the infantry, to officers belonging to the line battalions of the territorial regiment. Applications will be put forward through the G.O.C.-in-C. on A.F.—E. 500 by the C.O. of the regular unit in which the candidate is serving or has served.

Appoint-
ment.

178. Candidates must have qualified :—

(i.) For promotion to the next higher rank. Captains of all arms and lieutenants of R.A. who have not passed for promotion to the next higher rank may, however, in special circumstances, be appointed provisionally, on condition that they pass at the first opportunity. See Pay Warrant.

Qualifica-
tion of
candidates.

(ii.) Except for appointments to artillery units, at a school of musketry ; and

(iii.) Except for appointments to engineer and militia units, at a school of signalling. Officers not already so qualified may, in special circumstances, be appointed provisionally, on condition that they qualify within six months from date of appointment.

(iv.) In the case of a militia unit (other than engineers), by obtaining a semaphore signalling certificate granted by the commandant, School of Signalling, Aldershot.

179. An application is not to be submitted on behalf of an officer, serving at the depôt at home, of an unit in India ; nor from an officer who has already completed a term of employment as adjutant in the auxiliary forces, unless he is an officer of the R.G.A. eligible for re-appointment under the Pay Warrant.

180. The C.O. will state his opinion as to the eligibility of the candidate, and will not recommend any officer not fully qualified as regards—(i.) knowledge of the duties of the appointment ; (ii.) ability to impart instruction ; (iii.) horsemanship, and (iv.) physical fitness.

C.O.'s
opinion.

181. Officers of R.G.A. who are candidates for adjutancies of units in which there are heavy batteries, will, unless they have served in a heavy battery, be required to undergo a month's course of instruction, and to obtain a certificate at the School of Gunnery, previous to appointment.

182. An adjutant will not, except under very special circumstances, be allowed to resign with a view to returning to his regiment, even if his regiment is ordered on active service.

Resignation
not allowed.

183. An officer of the R.E. who is an adjutant of auxiliary forces will, subject to the approval of the G.O.C.-in-C., be available for work under the chief engineer, provided such employment does not interfere with his duties as adjutant.

R.E.

M

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2.—PERSONAL APPOINTMENTS.**General Instructions.**Appoint-
ments.

184. Instructions regarding the appointment of officers to the personal staff of a general officer or civil governor of a colony are contained in the Pay Warrant.

Qualifica-
tions.

185. An officer appointed aide-de-camp* or assistant military secretary and aide-de-camp must have three years' service.

Rules as to
rejoining
unit after
service on
personal
staff.

186. When a regimental officer has completed the period of employment on the personal staff of a general officer or civil governor of a colony, he will be required to rejoin his regiment and do duty with it for two years before he can be again similarly employed.

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* By Indian Regulations officers must have passed the lower standard in Hindustani before they are eligible for the appointment of aide-de-camp in India, even on probation. This rule is equally applicable to officers belonging to regiments not in India who may be selected for such appointments, as to officers of British regiments serving in India, and of the Indian Army.

SECTION V.—SERVICES AND DEPARTMENTS.**1.—ARMY HEADQUARTERS.**

191. Officers of services and departments serving at Army Headquarters are on the respective staffs of the members of the Army Council. Their duties are defined in Section III.

2.—COMMANDS, DISTRICTS AND GARRISONS AT HOME AND ABROAD, EXCLUDING INDIA,**General Instructions.**

192. Heads of services and departments will deal direct with the general officer i/c administration, and will correspond direct with their subordinates throughout the command on all subjects connected with their technical duties. On matters of importance, in their capacity as technical advisers, the chief engineer and the P.M.O. attached to the headquarters of the command will have the right of direct access to the G.O.C.-in-C.

193. Officers of services and departments are under divisional, brigade, coast defence or other local commanders for purposes of discipline and interior economy only. They will correspond direct on all subjects connected with their technical duties with the head of their service or department at command headquarters.

They will, except in matters of a routine nature, keep the local commanders acquainted with the instructions they receive and the proposals they put forward connected with the health, comfort, food, equipment, and accommodation of troops. Should the local commanders dissent from the instructions, they will address the general officer i/c administration, explaining their objections; and as regards the proposals, the concurrence or otherwise of the local commanders will be obtained by the officers of services or departments concerned and communicated by them, when submitting their proposals, to the heads of services and departments at command headquarters.

Duties of the Royal Engineers.

194. Under the instructions of the general officer i/c administration the chief engineer of a Command at home or abroad supervises and controls the Engineer Services, as laid down in the Regulations for Engineer Services. He affords such assistance in the training of troops in field engineering as commanders may require.

Duties of the Army Service Corps.

195. The officers of the A.S.C. are entrusted with furnishing transport, provisions, fuel, light, and supplies, for the use of all branches of the army, and with the allotment of barracks and quarters and their equipment, as laid down in the Regulations for Supply, Transport, and Barrack Services.

Duties of Officers of the Army Medical Service.

A.M.S. **196.** The duties of officers of the Army Medical Service are defined in the Regulations for Army Medical Services, and in the Standing Orders for the R.A.M.C. See also paras. 1068-1099.

Duties of the Army Ordnance Department.

A.O.D. **197.** The A.O.D. provides, inspects, and supplies the army with warlike stores, clothing and necessities, as laid down in the Regulations for Army Ordnance Services. At certain stations abroad it provides, holds, and issues ordnance stores to the Royal Navy.

Administration. **198.** A specially appointed officer of the A.O.D., stationed at Woolwich, commands the A.O.C. This officer, subject to the general instructions of the director of equipment and ordnance stores, administers all matters relating to the interior economy of the corps. In a command or district the assistant director of ordnance stores or the chief ordnance officer is the C.O. of the A.O.C. serving therein.

Duties of the Army Veterinary Service.

Army Veterinary Service. **199.** The duties of veterinary officers are defined in the Regulations for Army Veterinary Services, and in the Standing Orders A.V.C. See also paras. 1229-1237.

Duties of the Army Accounts Department.

Chief accountant. **200.** The chief accountant of a Command, who will be an official of the department of the Finance Member of the Army Council, will be responsible for the general supervision of the finance and accounting work of the command, and for the personnel of the accounts offices in the command.

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Officers. **201.** The chief accountant will advise the general officer i/c administration of the command, whenever called upon to do so, and will assist him in the preparation of estimates and in deciding questions which have a financial bearing.

202. The duties of officers of the Army Accounts Department are defined in the Financial Instructions in relation to Army Accounts.

SECTION VI.—OFFICERS — APPOINTMENTS, PRECEDENCE, POSTING, EXCHANGE, TRANSFER, AND RETIREMENT.

1.—APPOINTMENTS, RANK AND PRECEDENCE.

General Instructions.

211. The London Gazette, published by authority, in which all military appointments, promotions, exchanges, and removals are inserted, is transmitted to each G.O.C.-in-C. to enable him to notify, in orders, such details as affect his command. Notifications so published will be official for all military purposes. Postings to infantry battalions are not necessarily made in accordance with gazette notices. Notification of promotions, &c.

212. An officer, on joining an unit or dépôt, will report himself personally to his C.O., and an officer joining a garrison or station for duty other than regimental, will report himself personally to the O.C. the garrison or station. Officer to report on joining.

First Appointments.

213. Appointments to first commissions in the regular army are governed by the provisions of the Pay Warrant. First commissions.

The Army Candidates' Regulations contain information—

- (i.) Respecting admission to the Royal Military Academy, Woolwich, and to the Royal Military College, Sandhurst, and for first appointments therefrom to the army.
- (ii.) As to the manner in which commissions in the regular forces may be obtained by university candidates and by officers of the militia and yeomanry.

214. An O.C. an unit, when recommending a warrant officer or N.C.O. for promotion to a commission, will forward the following documents :—(i.) Copy of the candidate's record of age and service on A.F.—B 200 ; (ii.) copies of his conduct sheets, completed to date of recommendation ; (iii.) medical certificate ; (iv.) A.F.—B 2064. Promotion of W.O. or N.C.O. to a commission.

215. Before this recommendation is forwarded to the War Office, the candidate will be seen by a brigade commander, who will record on the recommendation his own opinion whether the candidate is in every way eligible for a commission. Opinion of brigade commander.

When a warrant officer or N.C.O., who has been recommended for a commission, changes station, the recommendation should be notified to his new C.O.

216. An officer on first appointment to a commission in the army, or on restoration from half-pay, will be required, if his unit is serving at home, to join it within one month from the date of his appointment, or if it is stationed abroad, to embark within two months from the date of such appointment or restoration. These periods may be curtailed should the exigencies of the service require it. Leave before joining.

Command, Rank, and Precedence.

217. The following rules, respecting the command, rank and precedence of officers, are laid down by Royal Warrant, dated the 12th January, 1895, as amended by later Warrants :—

Precedence
of officers,
regular
forces.

(i.) An officer appointed to command a regiment, or battalion, in the army, shall exercise command over any other officers serving therein, irrespectively of the date of appointment. All other officers, except those of the Indian Army, doing duty with their regiments shall take rank according to their dates of appointment in that rank to such regiments, whether promoted on full pay or appointed from half-pay; and all officers serving together with officers of other corps, shall take rank according to the dates of their respective appointments to that rank in the army. Should two officers of the same rank have been gazetted to such rank with the same date, their precedence shall, except in the case of an officer appointed to command a regiment or battalion, be determined by the date of their next lower rank.

Half-pay,
ill-health.

(ii.) If an officer be placed on half-pay on account of ill-health caused by military service, or in circumstances over which he had no control, and be subsequently brought back to full pay in the same rank and corps or department, he shall for precedence in his rank take the same numerical position as he occupied when placed on half-pay, otherwise he shall be placed junior of his rank.

Half-pay on
account of
wounds, &c.

(iii.) If an officer placed on half-pay on account of wounds, or of sickness caused by active service in the field, be subsequently brought back to full pay in the same rank and corps or department, he shall, for precedence in his rank, revert to the original position in relation to the officers of his corps or department held by him when placed on half-pay; provided, however, that, if he is not reported fit for general service within one year of his being placed on half-pay, he shall not be entitled to supersede any officer who may have been promoted during his absence, nor have any right himself to promotion, except in ordinary succession, after restoration to full pay, in the corps or department.

Precedence
of colonial
officers.

(iv.) Officers of the army serving in any British colony or dependency, with rank granted by the King, shall have precedence of and command over colonial officers of equal rank, but if holding local rank conferred upon them by the colonial authorities, shall take rank with colonial officers according to the dates of their respective colonial ranks provided that field officers of the regular forces in a colony or dependency shall have precedence of, and command over, field officers of the permanent, militia, and volunteer forces there, if so ordered by the governor. Local or temporary rank granted to an officer of the army on assuming command of colonial forces, or when proceeding to a colony for any special service, shall be conferred by the King.

Precedence
of officers of
regular and
auxiliary
forces.

(v.) Officers of the militia and yeomanry of the United Kingdom shall take rank with officers of the regular forces as the junior of their degree. They shall take precedence amongst themselves according to the dates of appointment in their respective ranks.

Officers of the regular forces, militia, and yeomanry of the United Kingdom, shall have precedence of, and command over, the officers of equal degree serving in the Honourable Artillery Company and volunteer corps, and officers of the Honourable Artillery Company and volunteer corps shall take

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precedence amongst themselves according to the dates of appointment in their respective ranks.

Other questions of precedence among officers of the same rank in different branches of the service, when on duty, shall be subject to such regulations as the Army Council may from time to time make.

(vi.) An officer of the Royal Malta Artillery shall take rank and precedence below other officers of the regular forces of the same grade. Royal Malta Artillery.

218. Command is to be exercised by the senior combatant officer, irrespective of the branch of the service to which he belongs, and including the Royal Marine forces and His Majesty's Indian forces. Exception is made in cases where an officer has been specially appointed to the command of a body of forces, or appointed to the command of a corps. Exercise of command.

219. An officer employed in a colonial military appointment,* a civil appointment,* on the staff of a civil governor, under a foreign government, or in special extra-regimental employment will not be entitled, by virtue of his military rank, to assume any military command in the army, unless called out for military duty by the Army Council. He will be liable, however, in case of necessity, to serve on courts-martial, or to perform such military duties as the Army Council may direct. Officers extra-regimentally employed.

220. When units or detachments of different corps are employed together on any duty, each unit and detachment will, subject to the orders of the O.C. the whole body, act under the immediate authority of its own commander, in matters of a purely regimental character. Command of detachments.

221. When officers, warrant officers, N.C.Os. or men become prisoners of war, the ordinary military relations of superior and subordinate, and the military duty of obedience, remain unaltered. Any such prisoner, who is guilty of insubordination, or other breach of discipline, in respect of his superior, will be required to answer for his conduct when released. Discipline of prisoners of war.

222. An officer of the A.S.C. detailed for barrack duties, if specially detached from regimental duty with his corps, will not hold any military command, except over such officers and men as may be specially placed under his command. A.S.C.

223. The relative precedence of permanent, local, and temporary rank is as under :— Permanent, local and temporary rank.

(i.) Officers having permanent or local rank will take precedence of all those serving with them having temporary rank of the same grade.

(ii.) Local rank granted by the King carries with it, within the command or country in which it has effect, the same advantages of precedence and command as permanent rank, and will have effect so long as the officer is holding the appointment for which it is given.

(iii.) Officers holding the temporary or local rank of brigadier-general will take precedence among themselves, according to their permanent rank.

224. Except as laid down in para. 223 (iii.), officers appointed to act temporarily in a higher rank shall take rank among themselves, while so acting, according to the dates of their temporary appointments, but as junior to all permanent officers of the same grade. Temporary appointments.

225. Officers employed as brigade-majors, if of the rank of captain, are to take rank and precedence next after field officers in the brigade or garrison in which they are serving. Brigade-majors.

* As defined in Articles 1234 and 1235 of the Pay Warrant, 1907.

Gold-stick,
Duties of.

226. The following order, dated "St. James's Palace, 31st July, 1830," was issued by command of King William the Fourth :—

"The gold-stick will continue to perform the duty of that office, and will receive from His Majesty in person the parole and countersign, and will report to His Majesty in person as usual, as well as to the general officer commanding the army in chief. He will also specially report to His Majesty the receipt of any order from the general commanding-in-chief."

Household
Troops
together
and with
other troops.

227. When the regiments of Life Guards and the Royal Horse Guards do duty together, the senior regimental officer will command the whole force ; and if any of the Life Guards, Royal Horse Guards, or Foot Guards, be serving with any other troops, the senior officer by army rank, without respect to corps, will take upon himself the command of the whole force.

Household
troops.

228. When the regiments of Life Guards and the Royal Horse Guards, or detachments from the same, do duty together, unmixed with other corps, they will be considered as one corps, and the officers will take rank and do duty according to the dates of their commissions. The same rule will apply when the regiments of Foot Guards, or detachments from the said regiments, do duty together, unmixed with other corps.

Depart-
mental and
other
officers.

229. A departmental officer, serving in his own department, whether on his combatant or other commission ; an officer holding honorary rank ; and an officer permanently transferred from the late Commissariat and Transport Staff to the supernumerary list of the A.S.C., or subsequently promoted to the substantive rank of colonel in the army, will, in virtue of his rank or of his position under Art. 290 of the Pay Warrant be entitled to precedence and (subject to the provisions of the Pay Warrant and the Allowance Regulations) other advantages attached to the corresponding rank of combatant officers. Such rank or position will not, however, entitle the holder of it to the presidency of courts-martial, or to military command of any kind except over such officers and men as may be specially placed under his command, provided that—

- (i.) An officer of the A.O.D. will be an officer of, and will command, the A.O.C.
- (ii.) An officer of the Army Pay Department will be an officer of, and will command, the Army Pay Corps.

Medical
officers.

230. Officers of the Army Medical and Army Veterinary Services will not be entitled to the presidency of courts-martial other than regimental, nor will they exercise any military command outside the R.A.M.C. or A.V.C. respectively except over such officers and soldiers as may be attached thereto for duty, and in the case of the R.A.M.C., over all patients in military hospitals.

Lieutenant-colonels of the R.A.M.C. specially selected for increased pay shall, within that corps, be senior to all other lieutenant-colonels.

Officers of the Indian Medical Service will not be entitled to the presidency of courts-martial other than regimental, nor will they exercise any military command outside that service, except over such officers and soldiers as may be attached thereto for duty, and over all patients in military hospitals.

Lieutenant-colonels of the Indian Medical Service specially selected for increased pay shall, within that service, be senior to all other lieutenant-colonels.

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231. The seniority of officers of the A.O.D. in their respective departmental grades will, subject to para. 217 (ii.) and (iii.), be regulated by the date of their appointment or promotion to those grades.

Ordinance officers.

232. Officers of the Indian Civil Veterinary Department will retain their rank and commissions in the Army Veterinary Service.

Indian Civil Veterinary Department.

233. Officers resigning their commissions will not retain any rank in the service, except by the King's special authority.

Officers resigning.

234. Officers of the auxiliary forces having also rank in the army, are not permitted, while serving in the auxiliary forces, to avail themselves of any other rank than that which they hold by virtue of their commission in the auxiliary forces. This rule does not apply to adjutants of auxiliary forces, whose rank is governed by special rules contained in the regulations for those forces.

Rank of officers in auxiliary forces.

235. An army reserve officer, on being called out for army service and appointed to a regiment or corps, shall be placed at the bottom of his rank in the regiment or corps to which he is appointed, and be designated and distinguished as an "army reserve officer" in the regimental list. Such officers, together with those called up for staff or other extra-regimental employment, will take precedence from the date of appointment notified in the London Gazette, or, when not gazetted, from the date on which they assume duty after recall to army service.

Army reserve officers with units or corps.

236. An army reserve officer employed in the educational establishments of the army will not be entitled during such employment to exercise military command.

Educational establishments.

2.—POSTING, EXCHANGE, AND TRANSFER.

Posting,

237. An officer has no claim as to the particular battalion or unit of his corps in which he is to serve, but will be posted as the requirements of the service may dictate. It will, however, be open to him to submit an application in writing for any particular unit, and his application will receive such consideration as the exigencies of the service may permit. When it becomes necessary to complete battalions with officers from other battalions of the regiment, the following procedure will, as a rule, be adopted:—if the officer required is a major, captain, or lieutenant, the junior of the rank will be transferred; if a second-lieutenant, the senior of that rank; but consideration will be given to an application by any officer of the rank required, who is desirous of being posted to fill a vacancy in the battalion abroad, and is reported in every respect fitted to do so. A second-lieutenant, on promotion to lieutenant, will, unless otherwise ordered, remain posted to the battalion in which he is serving.

Posting.

Posting of Lieutenant.

Reposting after Six Years' Service.

238. An officer of R.A. or infantry may register his name for service abroad or at home, as the case may be, when about to complete six years' continuous service at home or abroad. The usual periods of leave and the periods spent at classes of instruction at home will not be regarded as breaking the continuity of service.

Register of names.

239. The names of those registered, with statements of their service at home and abroad, will be forwarded on 1st April to the War Office. Interchanges will, as far as the exigencies of the service permit, be carried out when public transport is available.

Other exchanges not affected.

240. These interchanges will not in any way modify the liability of an officer of infantry to be posted at any time from one battalion to another, or interfere with the voluntary exchanges of officers between one battalion and another of the same regiment.

Exchange and Transfer.

Exchange or transfer.

241. An application from an officer for exchange or transfer will be forwarded to the War Office. The application will show the officer's reasons for desiring the same, and will be accompanied by the recommendations of the C.Os., who will certify that the exchange (or transfer) recommended does not originate in any cause affecting the honour, character, or professional efficiency of the officer. The applicant will furnish a certificate stating that it is his bonâ fide intention to join immediately and do duty for at least twelve months, and a certificate of a military medical officer is to be furnished to the effect that the applicant is in a fit state of health to serve at the station where the unit he desires to join is stationed. In the case of an officer of less than 12 months' service applying for transfer from one battalion to another of his regiment, the approval of the O.C. the battalion to which transfer is desired will not be necessary, but should the transfer not be possible before he has completed 12 months' service the application must be re-submitted, together with the approval of the O.C. the battalion to which transfer is desired.

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Exchanges between mounted and dismounted branches K.A.

242. Subject to the provisions of paras. 241 and 243 to 246, exchanges between officers of the R.F.A. and R.G.A. of the same rank, may be permitted once during their service, under the following conditions :—

- (i.) Second-lieutenants exchanging during the first year of their service may do so without loss of seniority.
- (ii.) When second-lieutenants with more than one year's service exchange, the senior takes for regimental seniority the date of the junior officer's commission.
- (iii.) When officers above the rank of second-lieutenant exchange both officers take for regimental seniority the date of the sanction to the exchange.
- (iv.) Officers of the R.G.A. desirous of exchanging to the R.F.A. must furnish equitation certificates with their applications.

Exchange when ordered abroad.

243. An officer under orders to join his unit on, or to embark with any unit for, service abroad will not be permitted to exchange, save in most exceptional circumstances.

Exchange when on leave.

244. An officer on leave of absence from abroad who wishes to exchange is to make his application through the usual channel in sufficient time to enable it to be received at the War Office at least one month before he would, in the ordinary course, embark to rejoin his unit.

Disposal of officers exchanging.

245. When an officer exchanges, or is transferred on promotion or otherwise, he will continue to do duty where he is serving until orders are received as to his disposal.

Joining on exchange or transfer.

246. An officer exchanging or transferred from one unit to another, either for his own convenience or on promotion, will be required to join his new unit, if at home, within 14 days, or if abroad, to embark within a month, or as soon after as may be practicable.

Appointment or Transfer to the Army Service Corps.

Appointment or transfer to A.S.C.

247. The regulations for appointment of officers to the A.S.C. are contained in the Pay Warrant. In the case of officers serving

in the army, the following documents will be forwarded to headquarters with applications for transfer to the A.S.C.:—(i.) A medical certificate as to fitness for general service, mounted or dismounted, at home or abroad; (ii.) a certified copy of the record of the applicant's service on A.F.—B 199; (iii.) the recommendation of the C.O., who will state whether the applicant is a good regimental officer and is likely to prove a credit to the corps if transferred; (iv.) in the case of second-lieutenants a certificate that they have passed in subjects (a.) and (b.) for promotion.

248. If an officer of the A.S.C. at a station abroad is unexpectedly removed from his charge by death, sickness, or any other cause, and no other officer of the corps is available to succeed him, the general commanding may employ an officer temporarily to fill the vacancy. Such employment, and the circumstances of the case, will be immediately reported to the War Office.

Temporary employment with A.S.C. abroad.

Transfer to the Army Ordnance Department.

249. The regulations for the transfer, etc., of officers to the A.O.D. are contained in the Pay Warrant.

Transfer to A.O.D.

3.—CONTINUANCE IN THE SERVICE.

Quartermasters, Riding-masters, and Executive Establishment Army Ordnance Department.

250. C.Os. will report, through the G.O.C.-in-C., to the War Office whether they recommend the continuance in active service of the quartermasters and riding-masters, and of the executive establishment A.O.D., serving under their command, on their completing 10, 15, and 20 years' service in those ranks respectively. These reports should reach the War Office one month before the completion of the periods referred to if the officer is serving at home, or two months before, if he is serving abroad. If the officer be not recommended for continuance in the service, the report will be made in sufficient time to allow of his retirement on the day following the completion of the period of service in question; and he should be released from duty on that day.

Continuance in service of quartermasters, riding-masters, and executive establishment A.O.D.

4.—HALF-PAY, RETIREMENT, AND RESIGNATION.*

General Instructions.

251. An officer, who, through medical disability, becomes unfit for duty, and is desirous of being placed temporarily on the half-pay list, will transmit his application through the usual channel. The proceedings of a board of medical officers, giving the cause and probable duration of such unfitness, will be attached to the application before submission to the War Office.

Temporary half-pay.

252. An officer who applies for permission to retire, or to resign his commission, is not to quit his corps without leave until his name appears in the London Gazette. An officer subject to compulsory retirement should not be retained on duty after the day preceding the date of such retirement.

Quitting corps on retirement, &c.

253. In forwarding an application from an officer to retire or resign his commission, a C.O. will, when such application is the result of misconduct, or anything affecting the officer's honour

Retirement, &c., as a result of misconduct.

* Resignation only applies to cases in which no gratuity or retired pay is granted to an officer on leaving the service; retirement applies to all other cases.

or character as a gentleman, state all the circumstances and particulars of the case. A G.O.C.-in-C. will ascertain that the statement gives a complete account of the case, before forwarding it to the War Office.

**Officer
retiring with
gratuity.**

254. When forwarding the application of an officer to resign, or to retire with a gratuity, the C.O. is to state whether :—

- (i.) All regimental claims have been paid.
- (ii.) He is aware of any outstanding public claim.
- (iii.) There is any objection to the retirement being sanctioned.

If the officer is serving in a command to which a chief accountant has been appointed, a certificate, as regards (ii), from that official should be transmitted to the War Office with the application.

The full amount of all claims will be reported to the War Office as soon as practicable, for decision as to the amount to be retained from any gratuity payable. The statement as regards claims is not required in cases of retirement on retired pay.

An officer at home on leave from abroad wishing to retire should submit his application through his C.O. and not direct to the War Office.

Address.

255. An officer must notify his intended place of residence in his application to retire upon retired pay, and any subsequent change of address prior to retirement should be at once reported to the War Office.

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SECTION VII.—‘SOLDIERS—ENLISTMENT, SERVICE, PRECEDENCE, PROMOTION, EMPLOYMENT, TRANSFER, AND DISCHARGE.

1.—ENLISTMENT.

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1906

261. For instructions see the Recruiting Regulations.

Enlistment.

2.—SERVICE.

Extension of Service.

A.O. 209
1906.

262. An efficient soldier, of good character, if fit for service at home and abroad, may, at any time after completing six months' service, and subject to his C.O.'s consent, extend, his service to complete with the colours the following periods :—

Extension of
service.
Conditions.

Cavalry	7 years.
R.H.A. and R.F.A.	6 "
R.G.A.	8 "
Foot Guards	7 "
Infantry of the Line	7 "
R.E. and other corps	7 "

On completion of the above periods a soldier is liable, if serving abroad, to be retained with the colours for a further period not exceeding one year.

Extension to complete 12 years with the colours.

263. A warrant officer has the right at any time to extend to complete 12 years with the colours.

Extension
to complete
12 years.

A N.C.O not below the rank of bombardier, or second corporal, will be allowed to extend after one year's service as such provided he does so within one month of the expiration of such year. He may afterwards be allowed to extend at the option of his C.O.

A trumpeter, drummer, bugler or piper is required to extend his service on appointment as such, and to resign his appointment before transfer to the reserve.

Any other soldier may, at any time when in his last year of service, excluding the extra year for which he is liable if serving abroad, be allowed to extend his service by his C.O, provided he is efficient and in possession of at least one good-conduct badge.

Extensions will be carried out on A.F. B 221 and approved by the C.O. (as defined in para. 389).

A soldier will not be permitted to extend his colour service after being sent home for transfer to the reserve.

Re-engagement.

264. A soldier, if medically fit for service, is permitted, in accordance with Section 84 of the Army Act, to re-engage to complete a period of 21 years' army service. This period will be reckoned

Conditions
of re-engage-
ment.

from the date of attestation, and will include reserve service on the current attestation :—

Ranks.	When.	Conditions.	To be authorized by.
Warrant officer, staff-serjeant and serjeant.	At any time after he has completed nine years' army service (schoolmaster, eleven years).	Subject only to the veto of the G.O.C.-in-C. In India, G.O.C. Division	The C.O. (as defined in para. 389). In the Army Pay Corps and in the A.O.C. (armourer and machinery artificer sections), the officer i/c records is to be considered the C.O.
Other soldiers.	At any time after he has completed eleven years' army service.	If efficient, at the discretion of the C.O.	Do. do.

A.O. 82
1906

A.O. 82
1906.

Mode of application.

Medical board.

Prohibitions to re-engagement.

Re-engagement in another corps.

Re-engagement in the cavalry.

265. A re-engagement will be carried out on A.F. B 136 which will be signed by the soldier and the C.O. of the unit.

266. When a soldier is considered medically unfit to re-engage, a medical board will decide whether such is the case.

267. A soldier will not be permitted to re-engage :—(i.) If he has been sent home in consequence of declining to re-engage while serving abroad ; (ii.) if, having 12 years' service or upwards, he is sent home from abroad for free discharge under the Pay Warrant.

268. When a soldier, eligible to re-engage, desires to re-engage in another corps, application for transfer for the purpose of re-engaging should be made as directed in para. 333 (vi.).

269. A soldier, enlisted for a regiment of cavalry, cannot re-engage unless he consents to be transferred to the corps of cavalry of which the regiment forms part, and an entry of the transfer to the corps of cavalry, and of the posting to the unit, will be made in the man's record of service, immediately after the entry of the re-engagement.

Continuance in the Service beyond 21 years.

Conditions.

270. The competent military authority for the purpose of authorizing continuance in the service beyond 21 years under Section 85 of the Army Act shall be the officer i/c records concerned. The continuance of a warrant officer in the service beyond 21 years shall be subject to the conditions as regards discharge for age laid down in the Pay Warrant. When a warrant officer who has been permitted to continue in the service beyond 21 years has completed five years' qualifying service as a warrant officer, the officer under whom he is serving will not recommend him to the G.O.C. for retention in the service, under the Pay Warrant, without reference to the officer i/c records. The opinion of the officer i/c records will be forwarded with the recommendation to the G.O.C.

In the case of a N.C.O. or man serving on the permanent staff of the auxiliary forces permission may be granted by the officer i/c records to continue serving up to the age of 50 or, in special cases, up to the age of 52.

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1907

The continuance in the service of a man on the Indian unattached list will be authorized by the divisional commander.

Application for permission to be continued must be submitted on A.F. B 221.

271. A C.O. is authorized, at any time, to bring forward for discharge a soldier (other than a warrant officer or a re-enlisted pensioner) who has been permitted to continue in the service beyond 21 years. The man will be discharged under class (xxi.) of para. 390. A month's notice should, as a rule, be given to the soldier. Discharge of soldier beyond 21 years' service.

Instructions as to the discharge of a warrant officer, who has completed 21 years' service for pension, will be found in para. 390 (xiv.) and (xxvii.), and in the Pay Warrant; and as to the discharge of a re-enlisted pensioner in para. 390 (xxi.) and (xxiv.) and in the Recruiting Regulations.

272. A soldier (including a warrant officer) allowed to continue in the service beyond 21 years, may claim his discharge after the expiration of three months' notice to his C.O. The C.O. may diminish this period in the interest of the soldier. Such discharge should be carried out under para. 390 (xxiii.). Claiming discharge by notice after 21 years.

Reckoning Service towards Limited Engagement.

273. A soldier forfeits the whole of his prior service and is liable to serve for the term of his original enlistment, reckoned from the date of conviction or of the order dispensing with his trial :— Forfeiture of service under Statute.

- (i.) On conviction, by court-martial, of desertion or fraudulent enlistment, or
- (ii.) If liable to trial, upon his trial being dispensed with on confession of desertion, or fraudulent enlistment.

Service so forfeited may, subject to the following limitations, be restored—

- (i.) Upon promotion to the rank of serjeant.
- (ii.) Upon completion of three years clear of entry in the regimental conduct book, to reckon from termination of detention or imprisonment.

Upon becoming eligible, a man will be required to elect whether he will, or will not, reckon his former service. The choice will be entered in his records of service, and will not be altered subsequently.

The service to be restored will be :—

In cases of desertion.—The amounts actually reckoned by the soldier at the date of desertion.

In cases of fraudulent enlistment.—The amounts of service, between the date of last fraudulent enlistment and the date of disposal of offence, which were forfeited upon conviction, or dispensation with trial.

This para. is sufficient authority for the restoration of forfeited service as provided for above, and will be quoted in records of service accordingly.

Cases not covered by the above rules, in which the soldier—

- (a.) Has performed good and faithful service, or is otherwise deemed to merit the restoration of his forfeited service; or,
- (b.) Has been recommended by a court-martial for the restoration of his forfeited service,

may be submitted for the consideration of the Army Council.

274. A reservist irregularly re-enlisting into the regular army, does not, on conviction of the offence, or upon his trial being dispensed with on confession thereof, forfeit his prior service towards limited Reservist re-enlisting irregularly.

engagement, if relegated to the reserve. His service towards completion of engagement will be reckoned according to the terms of his original attestation. If, however, he is retained with the colours, his service will be reckoned from the date of his irregular attestation.

Reckoning Former Service, and Restoration of Forfeited Service.

Reckoning former service.

275. The conditions under which a re-enlisted soldier, and soldier who previously served in the Royal Navy or Royal Marines, can reckon his former service as qualifying service for pension are laid down in the Pay Warrant.

In the case of a man who fulfils the conditions laid down in the Pay Warrant, previous service will also count as service for establishing the date of assessment for pension, and an entry will be made in his record of service, as shown in para. 1910.

A re-enlisted soldier who does not comply with the conditions for reckoning previous service as qualifying service for pension, may, if he wishes it, count his service under his previous attestation as service for establishing the date of assessment for pension, and the entry in his record of service should be worded as shown in para. 1910. A C.O. should explain to the man that his former service counts as service only, for the purpose of making up the total period required before claim to pension can be entertained, but that the rate of pension will depend upon his qualifying service under his present attestation.

Boys.

Enlistment.

276. A boy is enlisted under the conditions laid down in the Recruiting Regulations, and is included in the establishment of privates.

Transfer from one class to another.

277. Should a boy enlisted for training as a trumpeter, drummer, bugler, or bandsman, make no progress during the first six months of his service, he may, with his own consent, be transferred to the tailor class, although that class may already have its full complement of boys.

To be kept to their trades.

278. A boy who has been specially trained at any institution as a tailor, shoemaker, or saddler, and has been enlisted as such, will be kept to his trade. He should in no case be appointed a trumpeter, drummer, bugler, or bandsman.

Musicians.

279. The number of boys allowed for training as trumpeters, drummers, buglers, or bandsmen, is authorised primarily in order that the drums and bugles may be maintained in a state of efficiency, and a boy is therefore not to be trained as a musician unless this can be done without detriment to the drums and bugles.

Enlisted vacancies abroad.

280. A boy enlisted to fill a vacancy in a battalion serving abroad will be sent to that battalion on the first opportunity after he has completed three months' service and has attained the age necessary for serving abroad, and will not be retained with the home battalion without permission from the War Office.

Musicians to be struck off roll of boys.

281. A boy appointed bandsman, trumpeter, drummer, or bugler, and included in the establishment as such, is to be struck off the roll of boys, although under 18 years of age. A boy so appointed should not be reverted to the ranks on attaining the age of 18 years, except for misconduct, inefficiency, or at his own request.

Any other boy, on attaining the age of 18, will cease to be included in the roll of boys, and should he, on reaching that age, be physically unfit for the ranks, he should be examined by a medical board and dealt with under para. 390 (iii.) (f).

A.O. 75
1907

A boy will not be appointed trumpeter, bugler, or drummer unless he is in possession of a 2nd class certificate of education.

8.—RANKS AND APPOINTMENTS, PRECEDENCE, PROMOTION AND EMPLOYMENT.

Ranks and Appointments.

282. The ranks and appointments held by warrant officers, N.C.O.s. and men of the army are set forth in the following table; and the grant, under due authority, of any appointment therein detailed, will confer upon the holder the rank specified opposite that appointment in the table. When the appointment is classified under more than one rank, the lowest rank will be granted on appointment, unless the soldier already holds a higher rank :—

Rank.	Appointments.
<div data-bbox="56 893 150 1027" style="float: left; margin-right: 10px;"> 100 Cav. 31 30 Gen. No. 4331 </div> Warrant officer	<p><i>Warrant officers.</i></p> <p>Conductor, A.O.C. Master-gunner, 1st class. Staff-serjeant-major, 1st class. Master-gunner, 2nd class. Garrison serjeant-major. Corporal-major, Household Cavalry. Serjeant-major. *Armament-serjeant-major. *Armourer-serjeant-major. *Bandmaster. *Barrack-serjeant-major. Farrier-corporal-major, Household Cavalry. *Farrier-serjeant-major. *Experimental serjeant-major. *Foreman of works serjeant-major. *Mechanist serjeant-major. *Schoolmaster (when a warrant officer). *Serjeant-major, artillery clerk. *Serjeant-major (educational establishment). *Serjeant-major, foreman examiner of laboratory stores. *Serjeant-major-instructor. Staff-serjeant-major. Sub-conductor, A.O.C. *Engineer store-keeper serjeant-major. *Superintending clerk. Militia serjeant-major (except Channel Islands).</p>
<p>(i.) Master-gunner, 3rd class</p> <p>(ii.) *Army schoolmaster (when not a warrant officer).</p> <div data-bbox="56 1372 150 1434" style="float: left; margin-right: 10px;"> 30 Gen. No. 4331 </div>	<p><i>Non-commissioned officers and men.</i></p> <p>Garrison quartermaster-serjeant. *Armament quartermaster-serjeant. *Armourer quartermaster-serjeant. *Barrack quartermaster-serjeant. *Engineer clerk quartermaster-serjeant. *Experimental quartermaster-serjeant. *Farrier - quartermaster - corporal (Household Cavalry). *Farrier-quartermaster-serjeant. *Farrier-quartermaster-serjeant and carriage-smith. *Foreman of works quartermaster-serjeant.</p>

* See para. 283.

Para 282—
(contd.)

Rank.	Appointments.	
(iii.) Quartermaster - corporal-major (Household Cavalry) or Quartermaster-serjeant.	*Laboratory quartermaster-serjeant.	
	*Mechanist quartermaster-serjeant.	
	*Orderly - room - corporal - of - horse, Household Cavalry	When ranking as quartermaster-serjeant.
	*Orderly-room-serjeant ...	
	*Paymaster-corporal-of-horse, Household Cavalry ...	
	*Quartermaster-serjeant, artillery clerk.	
	*Quartermaster-serjeant-instructor (manufacturing department).	
	*Quartermaster-serjeant-instructor, R.E.	
	Quartermaster-serjeant-instructor in gunnery.	
	Quartermaster-serjeant-instructor (School of Musketry and gymnasia).	
	*Quartermaster-serjeant staff clerk.	18
	*Fitter quartermaster-serjeant	Artillery
	*Saddler quartermaster-serjeant	4810
	*Smith quartermaster-serjeant	
	Staff quartermaster-serjeant	
Squadron - corporal - major (Household Cavalry); or squadron, battery, troop, or company - serjeant-major.	*Engineer storekeeper quartermaster-serjeant	
	*Wheeler quartermaster-serjeant	18
	*Company-serjeant-major artillery clerk.	Artillery
	Battery-serjeant-major-instructor in gunnery.	4581
	Company serjeant-major-instructor in gunnery.	44
	Company-serjeant-major-instructor in gymnastics.	Gen. No.
	Company-serjeant-major-instructor (School of Musketry).	1763
	Company-serjeant-major-instructor (School of Signalling).	30
	*Company-serjeant-major-photographer (School of Gunnery).	Gen. No.
	Squadron-corporal-major-roughrider (Household Cavalry).	4331
	Squadron-corporal-major-instructor in musketry (Household Cavalry).	18
	Squadron-corporal-major-instructor in fencing (Household Cavalry).	Gen. No.
	Squadron-serjeant-major-instructor in musketry.	2303
	Squadron-serjeant-major-instructor in fencing and gymnastics.	
	Squadron-serjeant-major-roughrider.	
(iv.) Squadron - quartermaster-corporal (Household Cavalry); or squadron, battery, troop, or company - quartermaster-serjeant.	
	Colour-serjeant - instructor in musketry.	
	*Orderly - room - corporal - of - horse (Household Cavalry) ...	When ranking as colour-serjeant.
	*Orderly-room-serjeant ...	
	*Paymaster - corporal - of - horse (Household Cavalry) ...	
	Staff-colour-serjeant ...	
	*Armament-staff-serjeant.	
	*Armourer-staff-serjeant.	
	*Engineer clerk staff-serjeant.	
	*Engineer storekeeper staff-serjeant.	
	Experimental staff-serjeant.	
	*Farrier-staff-corporal (Household Cavalry).	
	*Farrier-staff-serjeant.	
	*Farrier-staff-serjeant and carriage-smith.	
	*Fitter-staff-serjeant.	18
	*Foreman of works staff-serjeant.	arty.
Staff-corporal (Household Cavalry) or staff-serjeant	*Mechanist-staff-serjeant.	4810
	Saddler-staff-corporal (Household Cavalry).	44
	*Saddler-staff-serjeant.	Miscell.
	*Smith staff-serjeant.	
	*Wheeler-staff-serjeant.	

* See para. 233.

Para. 282 -
(contd.).

Rank.	Appointments.
(v) Corporal-of-horse (Household Cavalry) or serjeant.	Corporal-of-horse-trumpeter (Household Cavalry). *Engineer clerk serjeant. *Farrier-corporal-of-horse (Household Cavalry). *Farrier-serjeant. *Farrier-serjeant and carriage-smith. *Fitter-serjeant. *Orderly - room - corporal - of - horse (Household Cavalry) } When below the rank of *Orderly-room-serjeant } colour- *Paymaster - corporal - of - horse (Household Cavalry) } serjeant. Pioneer-serjeant. *Saddler-corporal-of-horse (Household Cavalry). *Saddler-serjeant. *Saddletree-maker-serjeant. Serjeant artillery clerk. Serjeant of the band. Serjeant-bugler. *Serjeant-cook. Serjeant-drummer. *Serjeant-fitter. Serjeant-instructor in gymnasia. Serjeant-instructor (School of Musketry). Serjeant-instructor (School of Signalling). Serjeant-shoemaker. Serjeant-tailor. *Serjeant orderly-room clerk. Serjeant-piper. Serjeant-trumpeter. *Smith-serjeant. Staff-serjeant (garrison or district). *Wheeler-serjeant.
(vi.) Corporal	*Artificer-corporal. *Corporal orderly-room clerk. *Corporal artillery clerk. *Farrier-corporal and carriage-smith, A.S.C. 1st corporal of the band. Lance-serjeant. *Fitter-corporal. *Saddler-corporal. *Saddletree-maker-corporal. *Shoeing-smith-corporal. *Shoeing-smith-corporal and carriage-smith. *Smith-corporal. *Wheeler-corporal
(vii.) { Bombardier { 2nd corporal	*Bombardier artillery clerk. 2nd corporal of the band.
(viii) Gunner, or private.	sapper, { Acting-bombardier. *Acting-bombardier artillery clerk. *Armament-artificer. Armourer. Artificer. Boy. Bugler. Drummer. Fifer. Fitter. Kettle-drummer. Lance-corporal. Lithographer (Royal Military College). Piper. Saddler. Saddletree-maker. Shoeing and carriage-smith. Shoeing-smith. Smith. Trumpeter. Wheeler.

* See para. 283.

Departmental
N.C.Os.:
special
regulations.

283. Warrant officers and N.C.Os. of the Army Pay Corps and Staff Clerk Section of the A.S.C., and also those to whose titles an asterisk is prefixed, are not entitled to assume any command on parade or duty, except over such soldiers as may be specially placed under their orders. In matters of discipline, however, they will at all times exercise the full authority attached to their rank or appointment.

Precedence of Warrant Officers and Non-Commissioned Officers and Men.

Precedence
of warrant
officers and
non-com-
missioned
officers.

284. The position of warrant officers is inferior to that of all commissioned officers, but superior to that of all N.C.Os.

285. The following will be the order of precedence of warrant officers, N.C.Os. and men:—

Warrant Officers.

- (i.) { Conductor, A.O.C.
Master-gunner, 1st class.
Schoolmaster (when a 1st class warrant officer).
Staff-serjeant-major, 1st class.
- (ii.) Master-gunner, 2nd class.
- (iii.) Garrison serjeant-major.
- (iv.) All other warrant officers, except militia serjeant-majors.
- (v.) Militia serjeant-major.

The warrant officers in groups (i.) and (iv.) respectively rank with one another in these groups according to the date of their promotion or appointment, except that a regimental serjeant-major ranks regimentally senior to the other members of group (iv.), and the bandmaster ranks next after the serjeant-major, and with the schoolmaster, if the latter is a warrant officer, according to date of appointment as warrant officer.

Non-Commissioned Officers and Men.

- (i.) Master-gunner, 3rd class.
- (ii.) Schoolmaster (when not a warrant officer).
- (iii.) Quartermaster-corporal-major (Household Cavalry) or quartermaster-serjeant.
- (iv.) { Squadron corporal-major (Household Cavalry); or company, etc., serjeant-major.
Squadron-quartermaster-corporal (Household Cavalry); or company, etc., quartermaster-serjeant.
Colour-serjeant.
Staff-corporal (Household Cavalry); or staff-serjeant.
- (v.) Corporal-of-horse (Household Cavalry); or serjeant.
- (vi.) Corporal.
- (vii.) { Bombardier, or
2nd corporal.
- (viii.) Gunner, driver, sapper, or private.

N.C.Os. included in any one of the foregoing groups will take precedence with one another according to the date of their promotion, except that—

(a) A garrison quartermaster-serjeant will take precedence of all other quartermaster-serjeants.

(b) A regimental quartermaster-corporal-major (Household Cavalry) or a regimental or battalion quartermaster-serjeant will rank regimentally above all other N.C.Os. holding those permanent ranks.

- (c) A N.C.O. holding the appointment of farrier-staff-corporal (Household Cavalry) or farrier-staff-serjeant will rank regimentally below the squadron-corporal-major and squadron-quartermaster-corporal or the company, etc., serjeant-major or quartermaster-serjeant respectively.
- (d) A company, etc., serjeant-major will rank regimentally senior to the company, etc., quartermaster-serjeant, except for promotion.
- (e) A lance-serjeant takes precedence of all corporals, and an acting bombardier or lance-corporal takes precedence of all privates, &c.
- (f) A N.C.O. of the permanent staff of the auxiliary forces (provided he is serving or has served on an army engagement) will rank with those of the line according to the date of promotion or appointment.

Promotion to Warrant Rank.

286. In addition to the qualifications necessary for warrant rank laid down in the Pay Warrant, a first class certificate of education, or the equivalent under the Army School Regulations, is essential, except for a skilled artificer of the armourer and machinery artificer sections, A.O.C. A serjeant-major of cavalry or infantry who has not qualified at a school of musketry will be required to do so at the earliest opportunity after promotion. Regimental serjeant-majors of cavalry, brigade serjeant-majors of R.A., serjeant-majors of infantry battalions and artillery, R.E., infantry and A.S.C. depôts at home will, shortly before promotion to that rank, or if that is not feasible, as soon after promotion as possible, go through a course of instruction at Aldershot or the Curragh in the physical training of recruits. In forwarding applications for such promotions it will be stated whether the N.C.O. has been through the course, and if so, when.

287. Promotion to warrant rank will be made by the officer i/c records of the corps, to whom a C.O. will address applications for promotion, with which A.F.—B 299, and the documents attached thereto, will be submitted.

The officer i/c records will submit to the War Office for sanction special cases in which it is desired to promote a N.C.O. not fully qualified educationally, or on account of age.

When the officer i/c records has approved a promotion to warrant rank, he will apply to the War Office for the preparation of a warrant, giving the following particulars as to the service of the N.C.O. promoted:—

- (i.) Full Christian and surname.
- (ii.) Date of birth, according to attestation.
- (iii.) Amount of pensionable rank service, calculated to day prior to date of warrant.
- (iv.) Date from which promotion to warrant rank takes effect.
- (v.) Date on which promotion to previous rank (which should be stated) was made.

288. The officer i/c records will be responsible for the correctness of the date from which the warrant rank takes effect. This date is calculated as follows:—

- (i.) The successor to a warrant officer promoted, or reduced, receives warrant rank from the date of promotion, or reduction, of his predecessor.

- (ii.) The successor to a warrant officer deceased, or discharged, receives warrant rank from the day following decease, or discharge, of his predecessor.

Declaration before entering Indian government service.

289. A soldier appointed to be a warrant officer under the Indian government will sign a declaration of his willingness to serve in the army until discharged, and will thereupon be removed from his corps.

1st class staff serjeant-majors A.S.C., A.F. Corps, and conductors of A.O.C.

290. A staff-serjeant-major, 1st class, of the A.S.C., or Army Pay Corps, or a conductor A.O.C. will do duty as a subaltern officer when required, but he will not sit on courts of inquiry or on regimental boards. On all parades he will take post as an officer, but will not salute.

Promotion to and in the Non-commissioned Ranks of the Army.

291. The promotion of N.C.Os. and men is carried out as set forth in the following table :—

Promotion.	Officer authorising promotion.	Promotion made from—	
Cavalry.			
All ranks	O.C. regiment	Rolls in each regiment.	
R.H.A. and R.F.A.			
<i>Up to rank of serjeant—</i>			10
At home and in South Africa	Lieutenant-colonel	General rolls in each lieutenant-colonel's command.—Before making promotions, at a Home station the lieutenant-colonel will ascertain from the officer i/c records, or in South Africa from the G.O.C.-in-C., whether there are any supernumeraries for absorption.	Gen. No. 2323
<i>To battery staff-serjeant—</i>			
At home	Officer i/c records	(a) A roll of all R.H.A. serjeants at home; (b) a roll of all R.F.A. serjeants at home.	
In South Africa...	G.O.C.-in-C. South Africa	(a) A roll of all R.H.A. serjeants in South Africa; (b) a roll of all R.F.A. serjeants in South Africa.	
<i>Of artificers (including those serving in heavy batteries)—</i>			
At home and in South Africa	Officer i/c records	A roll of saddlers and wheelers at home and in South Africa	A.O. 135
At home	Officer i/c records	A roll of all shoeing-smiths at home.	1906
In South Africa ...	G.O.C.-in-C.	Do. in South Africa.	
<i>To farrier - quartermaster-serjeant</i>	Officer i/c records	A roll of all farriers at home and in South Africa.	
<i>All above mentioned—</i>			
In India	Carried out under orders of Commander-in-Chief in India.	
<i>To staff-serjeant artificer</i> ...	O.O. ...	Time promotion. See Art. 751 Pay Warrant.	
<i>To regimental quartermaster-serjeant</i>	Officer i/c records	(a) A roll of all staff-serjeants, R.H.A. serving at home and abroad, including India. (b) The same for all staff serjeants, R.F.A. (including assistant instructors in gunnery R.H.A. and R.F.A.).	
In Depôts—			13
<i>Up to rank of corporal</i> ...	C.O. ...		Artillery
<i>To Serjeant</i>	Officer i/c records	(a) A roll of all R.H.A. corporals at home; (b) a roll of all R.F.A. corporals at home.	4862

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(contd.)14
Artillery
40118
Artillery
4862

Promotion.	Officer authorising promotion.	Promotion made from—
R.G.A.		
<i>Up to rank of serjeant— At home and abroad ...</i>	Lieutenant-colonel	General rolls in each lieutenant-colonel's command.—At home, before making any promotion, the lieutenant-colonel will ascertain from the officer i/c records that there are no supernumeraries for absorption.
<i>In India</i>	Carried out under orders of Commander-in-Chief in India.
<i>To company staff-serjeant— (i.) United Kingdom ...</i>	Officer i/c records	(a) A roll of serjeants serving in coast defence companies at Home. (b) A roll of serjeants serving in heavy batteries and siege train companies at Home. A roll of all R.G.A. serjeants in the area.
(ii.) China, Singapore, Ceylon	O.C.R.G.A., Hong Kong	" " " "
(iii.) Bermuda, West Indies	O.C.R.G.A., Bermuda	" " " "
(iv.) Mauritius, S. Africa	O.C.R.G.A., South Africa	" " " "
(v.) Malta, Egypt ...	G.O.C.R.A., Malta	" " " "
(vi.) Gibraltar ...	G.O.C.R.A., Gibraltar	" " " "
<i>Of artificers (except those serving with heavy batteries)</i>	
<i>Up to serjeant and quartermaster-serjeant</i>	Officer i/c records	(a) A roll of all smiths serving at Home and Abroad (except India). (b) A roll of all wheelers serving at Home and Abroad (except India).
<i>To staff-serjeant artificer ...</i>	C.O.	Time promotion. See Art. 751 Pay Warrant.
<i>In India</i>	Carried out under orders of C-in-C, in India.
<i>To regimental quartermaster-serjeant</i>	Officer i/c records	A roll of company staff-serjeants, R.G.A. (including mountain and heavy artillery) serving at home and abroad (including India).
<i>In Depôts— Up to rank of corporal ...</i>	C.O.	
<i>To serjeant</i>	Officer i/c records	A roll of all R.G.A. corporals at home.
<i>Artillery clerks— Appointment to 3rd division</i>	} Officer i/c R.G.A. records	List of candidates.
<i>Promotion to 2nd division</i>		Seniority roll.
<i>Promotion all ranks ...</i>		Time promotion. See Art. 755 Pay Warrant.
R.G.A. Militia and Permanent Staff.		
<i>To company staff-serjeant ...</i>	O.C. unit ...	A roll of serjeants of unit.
<i>To serjeant-major and quartermaster-serjeant</i>	Officer i/c records	A roll of all staff-serjeants, R.G.A. (including militia permanent staff).
R.E.		
(i.) <i>To all ranks not in (ii.) ...</i>	Officer i/c records	} A general roll of N.C.Os. of next junior rank, or By time promotion under the Pay Warrant.
(ii.) <i>To all ranks R.E. supernumerary staff employed on engineer services</i>	Do. after reference to Director of Fortifications and Works	
Infantry.		
<i>Up to rank of serjeant— Home battalion and dépôt</i>	O.C. home battalion	General roll of N.C.Os. (lance-serjeants being shown only in their permanent grade of corporal).—4 battalion regiments will be divided into 2 groups for which separate rolls will be kept, and promotions will be made separately in each group. Lance appointments will be filled by O.C. unit in which vacancy occurs, without reference.
<i>Battalion abroad ...</i>	O.C. battalion	Roll of N.C.Os. of battalion.

Promotion.	Officer authorising promotion.	Promotion made from—
Infantry—contd. <i>Above rank of sergeant—</i> Home battalion and depôt Battalion abroad ...	O.C. battalion with concurrence of officer/c records O.C. battalion	General roll of sergeants.—In event of a difference of opinion, decision will rest with O.C. district, or, in case of rifle depôt, with G.O.C.-in-C., Southern Command. Roll of sergeants of battalion.
Militia and Volunteer Permanent Staff. <i>To sergeant-major ...</i>	Officer i/c records concerned	A general roll of all N.C.Os. recommended of the territorial unit concerned, including permanent staff.
A.S.C., E.A.M.C., A.V.C., A.O.C., Army Pay Corps, Military Provost Staff Corps, Army Schoolmasters. <i>To all ranks ...</i>	Officer i/c records concerned	General rolls of the respective corps, &c.

Para. 291—
(contd.)

Promotions.] 292. Promotions will not be made in a battalion at home so long as there are supernumerary N.C.Os. (including lance-corporals and lance-serjeants) at the depôt. The same rule applies to the appointment of buglers or drummers. If the recall to army service of reservists causes any excess in the establishment of N.C.Os. in the corps to which they may be posted, promotions will not be made in that corps until the excess has been absorbed.

When both battalions are abroad. 293. When both battalions of a regiment are abroad the C.Os. and the officer i/c records will use their discretion in making promotions, within the establishment.

Lance ranks establishment. 294. The establishment of lance-serjeants, lance-corporals, and acting bombardiers, is laid down in Army Orders. Brigade commanders are authorized in cases of necessity to sanction the temporary appointment, in excess of the establishment, of a small number of unpaid lance-serjeant, lance-corporals, and acting bombardiers.

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Squadron-serjeant, majors and colour-serjeants. 295. A squadron-serjeant-major, squadron-quartermaster-serjeant, or colour-serjeant, will be selected by a C.O. from the serjeants. Squadron-serjeant-majors and colour-serjeants have the honourable distinction of attending the standards and colours.

Promotion of orderly-room-serjeant. 296. An orderly-room-serjeant must not be promoted to be squadron-serjeant-major, squadron-quartermaster-serjeant, or colour-serjeant, in less than the three years required by the Pay Warrant, unless it is intended that after such promotion the N.C.O. is to do duty in the vacancy to which he is promoted, nor is any serjeant to be appointed to the above-named ranks with a view to being appointed orderly-room-serjeant. An orderly-room-serjeant or orderly-room-corporal is liable to revert from his appointment to the ordinary duties of his rank.

Certificates of Education.

297. The following certificates of education are required for promotion to the ranks and appointments specified :—

Certificates of education required for promotion.

(i.) Master gunner, 3rd class.
Garrison quartermaster-serjeant
Quartermaster-serjeant (except farrier-, fitter-, saddler-, smith-, or wheeler-quartermaster-serjeant.
Staff-quartermaster-serjeant
Engineer clerk, serjeant.
Artillery clerk, 2nd division.
Staff-serjeant clerk, A.O.C.

First class.

(ii.) Serjeant, including all appointments in that rank except those mentioned in (iii.).
Staff-serjeant-artificer, A.S.C.
Armament-artificer.
Corporals and 2nd corporals. clerks A.O.C.

Second class.

(iii.) Farrier-, fitter-, saddler-, smith-, or wheeler-serjt., corporal, 2nd corporal, bombardier.

Third class.

Exemptions from (i.) will not be allowed except :—

(a) In the trade of butcher and baker A.S.C. a staff-serjeant holding a second class certificate of education may be promoted staff-quartermaster-serjeant should there be no staff-serjeant holding a first class certificate.

(b) A N.C.O. of the armourer and machinery artificer sections A.O.C.

A C.O. may, with the sanction of the brigade commander, promote to any of the above mentioned ranks a valuable man who is not educationally qualified, subject to his attending school and obtaining the necessary certificate within a definite period, which should not usually exceed six months. In the R.E., A.S.C., R.A.M.C., A.O.C., A.V.C., and Army Pay Corps the officer i/c records will himself deal with such cases.

A G.O.C.-in-C. may excuse a corporal or bombardier of over 12 years' service from attendance at school on condition that he receives no further promotion, and that he is ineligible for special promotion, except under the exigencies of active service or for very gallant conduct.

298. The rules as to certificates of education in the case of promotion after fixed periods of service are contained in the Pay Warrant.

299. In the selection of a farrier or shoeing-smith for the appointment of farrier-quartermaster-serjeant or farrier-serjeant, preference should be given to a man holding a veterinary school certificate, and in the event of a soldier being appointed who is not in possession of such a certificate, advantage should be taken of the first opportunity, if he is quartered in the United Kingdom, to send him to the Army Veterinary School. In the R.A. a corporal shoeing-smith serving in the United Kingdom will not be promoted to farrier-serjeant unless in possession of a certificate as carriage-smith from the Ordnance College. A certificate issued in India or South Africa, which is only valid in these countries, will be endorsed by the commandant of the Ordnance College after re-examination of the holder on his return to the United Kingdom.

Veterinary certificates.

A.O. 220
1906

A.O. 82
1906

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King's
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Saddler-corporal, &c.

300. In the cavalry of the line, a saddler or saddle-tree maker, after a qualifying service of one year as such, may be promoted to the rank of corporal.

Resignation and Removal of Non-commissioned Officers.

Resignation of N.C.O.

301. A N.C.O. may, with his C.Os. consent, resign his rank, and revert to the rank or position he previously held, but he is not to be allowed to do so in order to escape trial by court-martial, without the sanction of an officer not below the rank of brigadier-general. An entry of the fact is to be made in the N.C.O.'s attestation, and signed by him and his C.O.

Removal from appointment.

302. A soldier may be removed from his appointment by order of his C.O. (if the soldier's permanent rank is higher than that of corporal, the sanction of an officer not below the rank of brigadier-general must be obtained). He will, if so removed, revert to the ordinary duty of his permanent rank, remaining supernumerary until absorbed into the first vacancy.

A.O. 82
1906

303. When a N.C.O. who has been removed from his appointment is not in every respect fully qualified to perform the ordinary duties of his permanent rank, or when a N.C.O. holding an extra regimental appointment is reposted to the regular forces for misconduct or inefficiency, application may be made to the War Office for reduction to a lower rank.

Foreman of works, engineer storekeeper, mechanist, engineer clerk.

304. A military foreman of works, an engineer storekeeper, a military mechanist, or an engineer clerk, if not considered to be in every respect qualified to perform the duties, will not be removed from his appointment by order of his C.O., but is liable, by orders from the War Office on the recommendation of the G.O.C.-in-C., to be returned to military duty in the rank held by him immediately prior to appointment.

Reduction of N.C.O.

305. A N.C.O. reduced to a lower rank will take rank and precedence in the lower rank from the date of the signing of the original sentence of the court-martial, or, in the case of reduction by order of a commander-in-chief, from the date of such order. If a sentence of reduction passed by a court-martial is wholly remitted, the N.C.O. will, if no service is forfeited, retain his seniority.

Armourer Section, Army Ordnance Corps.

Posting to unit.

306. An application for the attachment of an armourer-serjeant to an unit will be made by the O.C. the unit direct to the O.C., A.O.C., Woolwich.

A.O. 82
1906

Assistant.

307. An O.C. a cavalry regiment may allot to the armourer-serjeant an assistant, who will not receive any extra pay, but will be struck off all regimental duties.

Not required to perform exceptional work.

308. An armourer-serjeant will not be called upon to perform any work requiring special instruction which he has not received, except such trifling repairs as are plainly within his capabilities; and he will not, without authority, be employed upon any description of work other than that provided for by regulation. *

Periodical inspection.

309. When the periodical inspection of the arms of a unit by an officer of the inspection department takes place, that officer will also inspect the armourer's shop and appliances, and will enquire as to the work done by the armourer-serjeant and the manner in which it has been done. He will submit a report of the result of his inspection and enquiry to the War Office.

A.O. 233 1906	<p>310. A N.C.O. or private of the armourer section of the A.O.C. enlisted on and after the 1st January, 1906, will attend school until he obtains a third class certificate of education.</p>	Certificates of Education.
49	<p>311. Casualties affecting, or offences committed by armourer-serjeants will be at once reported to the officer i/c records, A.O.C.</p>	Casualties to be reported.
Armourers 3154	<p>312. A man reduced from the rank of armourer-serjeant, if originally enlisted in the armourer section of the A.O.C., or in the corps of armourers, will be posted at the earliest opportunity to an A.O.C. station, or if in India to an arsenal, for duty under an armourer-serjeant.</p>	Reduction.
	<p>313. An armourer-serjeant reduced for misconduct will not in any case be eligible for promotion until he has served with an exemplary character for at least one year. If he was transferred from another corps to the corps of armourers, or to the A.O.C., he may be transferred to any corps of the arm of the service to which he formerly belonged, or be discharged or otherwise disposed of as may be directed.</p>	
	<p>Machinery Artificer Section, Army Ordnance Corps.</p>	
	<p>314. An armament-artificer will be under the command of the chief ordnance officer in the district, except at Woolwich, where he will be employed under the commandant of the Ordnance College, and be under the command of the O.C. A.O.C., Woolwich.</p>	Command.
	<p>315. An armament-artificer will, on the day of his attestation, be promoted to the rank of staff-serjeant.</p>	Promotion.
	<p>316. If an armament-artificer be reduced for misconduct to a lower grade, he will not in any case be eligible for promotion until he has served in an exemplary manner for at least one year.</p>	Reduction.
A.O. 82 1906	<p>317. Every recommendation for a soldier to be trained as an armament-artificer will be made on A.F. B 235, by the C.O., through the officer i/c records of the corps to which the man belongs, to the commandant, Ordnance College. The recommendation will be accompanied by a copy of the soldier's record of service and of his conduct sheets, and a report by an inspector of ordnance machinery that he has been practically tested at his trade, and is up to the standard of first-class fitter. It will be stated on the application whether the soldier is willing to be discharged from his present engagement and again enlisted for 12 years' army service for appointment as an armament-artificer.</p>	Recommendations of soldiers.
49 Armourers 3163	<p>318. The officer i/c records A.O.C. will notify vacancies, as they occur, to the commandant, Ordnance College, who will arrange for candidates to be prepared for enlistment to fill such vacancies. A man is not to be enlisted as an armament-artificer until he has passed a satisfactory course in the ordnance factories and the Ordnance College, and a certificate has been forwarded as to his qualifications and fitness.</p>	Enlistment.
	<p>319. Selected applicants will serve in the Royal Carriage Factory on probation—as probationers if soldiers, and as candidates if civilians—for a period not exceeding 11 months, a portion of which will be occupied in instruction in the Royal Gun Factory, in the examination of and repairs to ordnance. At the expiration of that time, if duly qualified, candidates will be enlisted, and probationers discharged from their former engagements and re-enlisted for the A.O.C. This period may be curtailed if a probationer or candidate shows special aptitude and skill, and is, in the opinion of the commandant of the Ordnance College, duly qualified. For misconduct, or other sufficient cause</p>	Probation.
		When curtailed.
		Dismissal while on probation.

a probationer may be remanded to his unit on the recommendation of the commandant, Ordnance College, by whom a candidate may, for similar reasons, be summarily dismissed.

Employment not to be interrupted.

320. An artificer will not, unless it is absolutely necessary, be removed from his employment to attend parades or inspections by general officers, nor should he be detailed for guard, piquet, or police duty. He will be exempted from compulsory attendance at school, and from the gymnastic course.

Casualties.

321. Casualties affecting N.C.Os. of the machinery artificer section, or offences committed by them, will be at once reported to the officer i/c records, A.O.C.

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Employment of Soldier under Colonial Governments.

Employment of soldier under colonial governments.

322. A soldier will not be employed under a colonial government without the sanction of the Army Council, who will determine the conditions to be observed in each case. An application on this subject must specify the nature and expected duration of the employment. In cases of pressing necessity, the G.O.C.-in-C. abroad may provisionally sanction the employment of a soldier, pending the result of an application to the War Office. During such employment a soldier will cease to draw pay or allowances from army funds, and before commencing the same he will be required to sign an acknowledgment that he is willing to be employed on these conditions. While employed he will be borne as supernumerary in his corps, and will be eligible for regimental promotion up to the rank of colour-serjeant or equivalent rank. On being promoted, he will again be made supernumerary, and in the event of his rejoining, he will be absorbed in the rank he then holds.

4.—TRANSFER TO OTHER CORPS.

General Instructions.

Consent of soldier to transfer.

323. The consent of the soldier will invariably be required before transferring him to another corps, except as provided in Section 83 of the Army Act.

Definition C.O. for purposes of transfer.

324. For the purposes of transfer of soldiers, the following are to be considered the C.Os. of corps :—

Cavalry, B.A. and infantry. The C.O. of the unit.

Other corps and departments. The officer i/c records.

Transfer.

325. The procedure in arranging a soldier's transfer to another corps will be as follows :—

The soldier's C.O. will forward a descriptive return (A.F. B 241), on which any objection or disqualification will be noted, to the C.O. of the proposed corps, who, if he accepts the transfer, will sign and return the form to the soldier's C.O., who :—

(i.) Will carry out the transfer ; or

(ii.) If higher authority for the transfer is necessary (see para. 333), will forward the completed A.F. B 241, to the brigade commander under whom the soldier is serving, who will give, or obtain, the necessary authority to carry out the transfer.

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Transfer of N.C.O.

326. The transfer of a N.C.O. will not be authorized unless a vacancy exists in his rank in the unit to which he wishes to be transferred.

When a N.C.O. serving at home desires to be transferred to a battalion of another corps serving abroad, the consent of the O.C.

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the home battalion and of the officer i/c records of the corps to which he wishes to be transferred must be obtained.

327. A transfer on probation from a unit serving at home may be made to the A.S.C., R.A.M.C., A.V.C., Military Mounted and Foot Police, Military Provost Staff Corps and departmental corps, under the same procedure as in para. 325 and the soldier's C.O. will carry out the transfer "on probation." Transfer on probation.

In the case of the Military Police, the officer i/c records of that corps will keep a roll of the accepted candidates, and will notify the soldier's C.O. when a vacancy occurs to which he may carry out the transfer "on probation."

328. The periods of probation are :—

Military Police	6 months.
Military Provost Staff Corps	4 weeks.
All others named in para. 327	3 months.

Period of probation.

These periods may be reduced should probationers show special aptitude.

329. If the probation is satisfactory, the final transfer will be carried out by the officer i/c records of the corps in which the soldier is a probationer and a copy of the order confirming the transfer will be sent to the O.C. the soldier's previous unit. Final transfer of probationer to departmental corps.

330. If the probation is not satisfactory, the officer i/c records will authorise the return of the soldier to his unit. Rejection soldier transferred on probation.

331. A transfer should be authorised from a given date. The soldier will be struck off the strength of the old corps from that date and taken on that of the new on the following day.

Date of transfer.

During probation, a candidate will be retained on the strength of his original corps and the final transfer will date :—

In the Military Police and Military Provost Staff Corps.—
From the date of commencement of the probation.

Other corps mentioned in para. 327.—From the date of the termination of the probation.

332. Immediately a transfer is authorised, the documents of the soldier will be disposed of as directed on the back of A.F. B 278. The C.O. of the corps from which the transfer is made will make the entry in the man's small-book and notify the transfer to the officer i/c records of that corps. Disposal of documents on transfer.

Special Instructions.

333. Special instructions regarding certain classes of transfer are contained in the following table :—

Special instructions regarding certain classes of transfer.

Classes of transfer.	Competent authority to transfer.	Special instructions.
(i.) Recruit— (a) Of cavalry or infantry, who has not been finally approved, to R.A., R.E., or Foot Guards.	O.C. dépôt or recruiting area.	Must fulfil the requirements of the corps to which it is proposed to transfer him. Proceedings in para. 325 not necessary.
(b) Irregularly enlisted for corps for which he is not eligible, to corps for which he is eligible.	O.C. dépôt or recruiting area.	Must fulfil the requirements of the corps to which it is proposed to transfer him. Proceedings in para. 325 not necessary. If desired to transfer to R.A., R.E., Foot Guards or A.S.C., the consent of the officer i/c records of these corps must be obtained.

Classes of transfer.	Competent authority to transfer.	Special instructions.
(ii.) Man under three months' service— (a) To another arm, or (b) To another corps of same arm of the service.	G.O.C.-in-C., if both corps are serving in his command; or, if both corps are not serving in his command, with concurrence of G.O.C.-in-C. concerned.	May be granted if not detrimental to the public service. Proceedings in para. 335 not necessary. O.C. cavalry and infantry units and dépôts at home and recruiting areas— (1) If the applicant is of good character and submits reasonable cause for transfer, will submit the application direct to the G.O.C.-in-C., on A.F. B 2063. (2) When a recruit has joined his dépôt, the application must be made in time for him to be transferred before he would, in the ordinary course, be drafted from the dépôt. In transfers to the R.E., R.A.M.C., A.S.C., and A.O.C. the consent of the officer i/c records will be obtained.
(iii.) Man of three months' service and upwards serving in units at home to— R.A., R.E., or Foot Guards.	Brigade commander	To R.E. For service in the dismounted branch, applications will be accompanied by a trade report on A.F. B 195, and a man transferred will be sent to Chatham. A man transferred for duty with R.E. mounted branch will be sent to Aldershot.
(iv.) To enable a younger brother to serve with an elder brother (both units being in the same country).	O.C.	The application will state if a <i>boni-fide</i> relationship exists between the men, as shown by the entries of next-of-kin, and also if the conduct of both has been good. If the O.C. the unit in which the younger brother is serving objects to the transfer, the G.O.C.-in-C., on appeal, may transfer either brother to serve with the other.
(v.) To or from the Royal Marines.	G.O.C.-in-C.	A C.O. desirous of transfer of a man to or from the Royal Marines, will apply to the colonel commandant of the division of marines concerned. The man's conduct sheets and a certificate showing the particulars of any debts will be sent with the application.
(vi.) To re-engage, both units being in the same country.	O.C.	Application should be made in time for the man to re-engage and be transferred before the expiration of his first period of service. Re-engagement should be completed before the transfer. Appeals may be made to brigade commanders.
(vii.) For service on the permanent staff of the auxiliary forces.	Officer i/c records.	Transfers should not be authorised if a N.C.O. of the regiment in which the vacancy occurs is qualified and wishes to be posted thereto.
(viii.) To the corps of the school of musketry.	O.C.	
(ix.) Re-transfer from A.S.C., R.A.M.C., A.O.C., A.V.C., Army Pay Corps, Military Mounted and Foot Police, Military Provost Staff Corps, to a unit at home.	G.O.C.-in-C.	Refers only to a soldier who was originally transferred from corps of the regular forces who wishes to be re-transferred, or whose transfer is desired under Section 83 (6) of the Army Act.
(x.) Special transfers not provided for above, both units being in the same country.	G.O.C.-in-C. In India, G.O.C. division. In other stations abroad, G.O.C.	Applications to state full particulars of the reasons for transfer.

Para. 333—
(contd.)

Qualifications for Transfer.

331.—The qualifications for transfer to certain corps are :—

Qualifications.

Corps to which transfer is desired.	Class of men eligible.	Qualifications required.
(i.) A.S.C.		
(a.) Transport Branch.	*Private who is a wheeler, carriage or shoeing-smith, collar maker, or accustomed to care of horses.	Service—One year and upwards. Character—Good. Age—Under 30 years. Height—Not over 5 feet 7 inches, except clerks. Education.—Able to read and write. Clerks must be in possession of at least a second class certificate. Condition—Unmarried.
(b.) Supply Branch.	*Private who is a baker, butcher or clerk.	
(ii.) R.A.M.C. ...	*Private.	
(iii.) A.O.C.	*Private, the most suitable being a clerk, saddler, saddletree maker, wheeler, carpenter, tinsmith, blacksmith, cooper, sail-maker, painter.	Service—One year and upwards. Character—Good. Age—Under 30 years. Height—Same as recruit for R.A.M.C. Not under 5 feet 5 inches for A.O.C. Education—Able to read and write. Condition—Unmarried.
(iv.) A.V.C.	*Private ...	Service one year and upwards. To have enlisted for or be willing to extend to not less than seven years. Character—Good. Condition—Unmarried.
(v.) Military Mounted Police.	*Private of cavalry of the line.	Service—Four years and upwards. Character—At least one good conduct badge. Education—Third class certificate. (Preference will be given to a candidate with a second class certificate). Unmarried and medically fit for service at home or abroad.
(vi.) Military Foot Police.	* Private of Foot Guards and infantry of the line, also gunners of the R.F.A. and R.G.A.	Same as for Military Mounted Police. Height not less than 5 feet 7 inches.
(vii.) Military Provost Staff Corps.	All arms not above rank of colour-serjeant.	Service—Five years and upwards and willing to extend to twelve years and to re-engage. Character—Very good. Must be of sober and temperate habits. Age—Not over 35 years. Height—Not less than 5 feet 7 inches. Education—A corporal must be in possession of a second class certificate. Active habits and medically fit for service at home or abroad. Good temper and tact in dealing with men are essential; only a man who has displayed zeal and capability in the performance of his regimental duties, and who is a good disciplinarian and drill-instructor should be recommended. Preference will be given to a man having good knowledge of a trade. It forms part of the duty to give assistance or instruction in any trade.

* A N.C.O. may also volunteer, but on the understanding that he reverts to the ranks before leaving his regiment on probation.

5. RE-POSTING.

After Six Years' Service.

Register of names.

335. A soldier for whom terms of service abroad are not prescribed, may register his name for service abroad or at home, as the case may be, on completing six years' continuous service at home or abroad. In the case of a soldier stationed abroad the following periods will not be regarded as breaking the continuity of service :—

(i.) On short furlough (under six months), provided he pays the cost of his passages to and from the United Kingdom.

(ii.) At classes of instruction at home.

Cavalry.—Warrant officer, N.C.O., or trumpeter; private; of not less than 9 years' service, if enlisted for or transferred to the corps of dragoons, lancers, or hussars.

R.A.—Warrant officer, or N.C.O.; gunner or driver of not less than 9 years' service.

R.E.—Warrant officer or N.C.O., if not serving in India; sapper, of not less than 9 years' service.

Infantry.—Warrant officer, N.C.O., drummer, bugler, or piper; private, of not less than 9 years' service.

When carried out.

336. The names of those registered, with statements of their service at home and abroad, will be forwarded on 1st April to the officer i/c records. A separate list will be furnished for each of the classes shown in para. 335. Interchanges, as far as the exigencies of the service permit, will be carried out when public transport is available.

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6.—PERMANENT STAFF OF THE AUXILIARY FORCES.

Composition and posting.

Composition of permanent staff.

337. The permanent staff of a unit or corps of the auxiliary forces is composed of soldiers of the same arm of the regular forces. In the case of infantry units, they will be selected from the territorial regiment or from the Foot Guards. A N.C.O. of the Foot Guards so selected will be borne as supernumerary on the strength of his regiment.

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Liability of N.C.O. or man to serve on permanent staff.
"Posted" or "attached."

A N.C.O. or man, who has the qualifying service, is liable to be posted to the permanent staff of the militia or volunteer units of his territorial regiment or corps.

338. In corps composed partly of regulars, and partly of militia and volunteers, the N.C.Os. and men will be posted to the permanent staff of the unit with which they are to serve; in other cases they will be attached to the militia, yeomanry, or volunteers, being borne as supernumeraries on the strength of their regular corps.

Qualifications for appointment.

Qualifying service.

339. The colour service necessary to qualify a N.C.O. for appointment will be—

For militia	10 years and upwards.
" yeomanry	12 "
" volunteers	15 "
			except in the case of R.E., who must have not less than five years.

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A N.C.O. will not be posted nor attached to the permanent staff direct from a dépôt, or until at least a year has elapsed since his last tour of dépôt service. Qualifications.

340. The following qualifications will be required of a N.C.O. before being posted or attached to the permanent staff of the auxiliary forces :—

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Yeomanry.—To qualify at a school of musketry before posting unless already so qualified.

Artillery :—

Field.—To qualify at the school of gunnery for R.H.A. and R.F.A., before posting, unless so qualified within four years. Course to last one month.

Heavy and Siege.—To qualify at the school of instruction, Lydd, before posting, unless so qualified within four years. Course to last one month.

Garrison.—To qualify at the coast defence school of instruction nearest to his station, before posting, unless so qualified or having obtained a staff course of gunnery certificate within four years. Course to last two months.

Engineers :—

Fortress militia.—Selected from N.C.Os. fully qualified in military engineering and at a school of musketry.

Electrical engineers.—Selected from N.C.Os. fully qualified as electrical engineers.

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1905

Field volunteers.—Mounted instructors specially selected from field units R.E. Dismounted instructors, as for fortress volunteers.

Fortress volunteers.—Specially selected N.C.Os. who have qualified in drill and military engineering at Chatham, and at a school of musketry.

Infantry.—To qualify at a school of musketry unless already so qualified.

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R.A.M.C.—To qualify at the dépôt R.A.M.C. before posting.

341. A N.C.O. from an unit abroad posted to permanent staff will, on arrival home, proceed to his new corps. If he is not in possession of the certificates referred to above, he will undergo a course of instruction at the first available opportunity, within twelve months.

342. Every N.C.O. posted to the permanent staff of the auxiliary forces (artillery excepted) will, unless previously qualified, be required to obtain a certificate within twelve months of such posting, from the chief inspector of small arms, showing that he is able to execute minor repairs to rifles or carbines, and is capable of stripping, cleaning and examining these arms. In the militia and volunteer artillery at least two serjeant-instructors per unit must be in possession of this certificate.

An application for a serjeant-instructor to proceed to Enfield to obtain this certificate should be made direct to the chief inspector, Royal Small Arms Factory, Enfield, who will name a date for him to be received there.

Procedure before appointment.

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343. A C.O. of a service unit will prepare a list on A.F.—E 623 of the qualified N.C.Os. who are desirous of, and also of those who are liable for, service on the permanent staff. List of qualified N.C.Os. This list will be

forwarded on the last day of each quarter to the officer i/c records of the corps ; variation returns, or nil returns, will be sent monthly.

When a name is included in the list for the first time, copies of conduct sheets will be annexed.

344. When a name is submitted for the first time, the officer i/c records, if he considers the N.C.O. unfitted for the permanent staff, will refer the case back to the C.O., stating the reasons for such opinion. The C.O., if he adheres to his recommendation, will refer the case to the brigade commander under whose command the N.C.O. is serving, whose decision will be final, and will be communicated to the officer i/c records.

Selection from list.

345. The selection of a N.C.O. for the permanent staff will be made by the officer i/c records of the corps from which the N.C.O. of regular forces is taken.

Selection by seniority.

346. The senior candidate registered, in the corps of cavalry, or of the regiment of Foot Guards, or the territorial regiment of infantry, who is recommended by the various C.Os., will be selected, unless the officer i/c records considers him unsuitable for the particular appointment. In the case of the R.A., the selection will be made from a general roll of all the candidates. If the N.C.O. selected is serving at home, the officer i/c records will carry out the posting or attachment, arranging for the move by communication with the general officer i/c administration of the command in which the N.C.O. is serving. In the case of a unit serving abroad the officer i/c records should notify to the unit abroad by 1st August the names of warrant officers and N.C.Os. who have been posted, or who will be required for posting, to the permanent staff up to the following April, so that they can be sent home by public opportunity during the trooping season.

Compulsory selection.

347. When there is not a N.C.O. desirous of being posted to an existing vacancy, and it becomes necessary to enforce the liability to be posted, selection should be made, as far as possible, in order of regimental seniority.

348. A N.C.O. above the rank of battery or company-serjeant-major, colour-serjeant, or staff-serjeant, is not eligible to be posted to the permanent staff of the volunteers. Only a N.C.O. holding the rank of squadron-serjeant-major or squadron-quartermaster-serjeant will be selected for attachment to the permanent staff of the yeomanry.

Should, however, a N.C.O. in a higher rank wish to revert to a lower rank, with a view to filling a vacancy on the permanent staff of the militia, yeomanry or volunteers, he may be permitted to do so.

Special cases of selection.

349. A lance-serjeant or corporal will only be selected to fill vacancies on the permanent staff of the auxiliary forces when no serjeant is available. If selected, he will, if qualified, be promoted to the rank of serjeant. Special cases of trumpeters, &c., being appointed to be serjeant-bugler, serjeant-drummer, serjeant-piper, or serjeant-trumpeter on the permanent staff will be decided by the O.C. district in which the militia or other unit is serving.

The names of N.C.Os. qualified as serjeant-bugler, serjeant-drummer, serjeant-piper, serjeant-trumpeter, or for whom no vacancies exist, or are likely to exist, in their territorial regiments, will be sent to the commandant, School of Music, Kneller Hall, who will keep a register of them. When candidates for these appointments on the permanent staff are not available in the districts, a C.O. will ascertain direct from the commandant whether he has any candidates noted.

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Promotion on the Permanent Staff.

350. When a vacancy occurs in the rank of serjeant-major or quartermaster-serjeant in the militia, the officer i/c records will make a selection from the general list of the territorial unit concerned, including the permanent staff, whose names have been registered for promotion to the rank.

Promotion in militia.

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351. A serjeant serving on the permanent staff of the yeomanry or volunteers will, if recommended, be promoted to the rank of squadron, battery or company-serjeant-major, colour-serjeant, or staff-serjeant R.A.M.C. on the completion of 21 years' service. He may be promoted before that date, if specially recommended, on being permanently appointed acting serjeant-major of the unit in which he is serving.

Promotion in yeomanry and volunteers.

Re-posting to the Regular Forces.

352. A N.C.O. is liable to be re-posted to the regular forces should his services be required, or should he be found unfitted for the position he holds in the auxiliary forces. In case of inefficiency application may be made to the War Office for his reduction to a lower grade. Misconduct will be dealt with in the unit and not by application for reduction, except as in para. 506. He will always be re-posted to the regular forces in the event of his reduction in rank, if possible to the same unit from which he came. Should the aggregate service on the permanent staff of auxiliary forces of any soldier of under 21 years' service amount to 12 years, he will be re-posted to the regular forces.

Re-posting in certain cases.

Reduction.

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353. The re-posting of a soldier of the permanent staff to the regular forces or his transfer to the permanent staff of another unit of the same arm of the service (in the infantry, of the same territorial regiment) may be carried out by the officer i/c records, when both units are administered by him. When the unit to which the man is to be posted or transferred is not administered by him the matter will be arranged between the officers i/c records concerned.

By whom carried out.

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The re-posting of a N.C.O. above the rank of serjeant will not be carried out without reference to the War Office.

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7.—TRANSFER TO THE ARMY RESERVE.

General Instructions.

354. The C.O. of the unit to which the man belongs, or is attached, will prepare the Proceedings on Transfer to the Army Reserve (A.F. B 2056) and will enter the cause of transfer on that form and on the parchment reserve certificate (A.F. D 426).

Preparation of documents.

355. When documents are missing, or incomplete:—

Missing documents.

(i.) If the soldier has no claim against the public, or, having a claim, he has no objection to its settlement being deferred, his transfer will be proceeded with.

(ii.) If he has a claim and wishes it to be settled prior to transfer, the case will be reported to the brigade commander, with a view to settling it locally and completing the transfer. If the claim cannot be settled without reference to a station abroad, the transfer will be proceeded with and a full statement submitted to the officer i/c records for settlement.

Claims of soldier on transfer to the reserve.

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Transfer should not be delayed on account of character being unknown. If it is unknown, the reason for a character not being given should be entered on the certificate and the man informed

that, as soon as information has been obtained, he will be communicated with and a fresh certificate provided.

Disposal of Documents.

Disposal of transfer documents.

356. Transfer documents of a reservist will be sent :—

- (i.) In cases other than in (ii.) and (iii.), to the officer i/c records.
- (ii.) In the case of a man permitted to reside in India, to the general in whose command he intends to reside.
- (iii.) In the case of a man permitted to reside in a colony where there is a British garrison, to the G.O.C.

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Documents to be given to the reservist.

357. Each man, on transfer, will be given an envelope (A.F. A 14) containing :—

- (i.) Railway and passage warrant (if necessary).
- (ii.) Parchment reserve certificate (A.F. D 426).
- (iii.) Parchment character certificate (A.F. B 2077). See para. 413.
- (iv.) Instructions for reporting himself (A.F. D 424).
- (v.) In special cases, form of recommendation for civil employment (A.F. D 402). See para. 423.

Soldier Medically Unfit, or in Hospital.

Transfer to reserve of man medically unfit.

358. A soldier found medically unfit, on being examined prior to transfer, will be brought forward for discharge as an invalid. A ruptured soldier who, up to the date of transfer, has performed his duties without serious inconvenience will not be invalidated for this cause alone. A note will be made on A.F. B 2056 that, if recalled to the colours, he is only available for duty at home, and preferably for duty in a garrison.

Treatment in hospital of reservist.

359. A man who, in consequence of temporary illness, is unfit to proceed to his home, will be transferred to the reserve on the date he becomes due for such transfer and will receive free treatment in hospital, until he is fit to travel, in accordance with the provisions of the Allowance Regulations.

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Cavalry reservist for remount duties.

360. In the case of a cavalry soldier, of good character, who, on account of increase of weight, or other causes, may become unfit for mounted duties on active service, an entry "recommended for remount duties" should be made, in red ink, at the bottom of page 1 of A.F. B 2056.

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Reservist for employment as recruiter.

361. On the transfer of a serjeant desirous of employment as an ordinary recruiter, a C.O. will, if he recommends him, notify his name and address to the O.C. the recruiting area in which he intends to reside.

Soldier of School of Musketry.

Transfer to reserve of soldier of school of musketry.

362. Before a soldier of the corps of the school of musketry is transferred to the reserve, he will be re-transferred under Section 83 (6) of the Army Act to his former corps by the commandant, and the man's documents, together with the A.F. B 2056, will be sent by him to the officer i/c records of the former corps.

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Section D., Army Reserve.

Transfer to Section D.

363. Instructions regarding enlistment in, and re-engagement for, Section D, army reserve, are contained in the Army Reserve Regulations.

On Expiration of Army Service.

Cause of transfer.

364. The cause of transfer in A.F. B 2056 and D 426 will be worded "on the expiration of his period of army service."

365. A soldier abroad will be sent home, by the first convenient public opportunity, to one of the places specified in para. 1654 (iii). Transfer will then be carried out with the least possible delay. A.F. B 2056 and the documents therein named, together with reserve and character certificates, will be prepared and sent home with the man. The service at home and abroad will be left blank on the reserve certificate.

Soldier sent home from abroad on transfer to reserve.

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On Conversion of Army Service—At Home.

366. The cause of transfer on A.F. B 2056 and D 426 will be worded :—"With his consent before the expiration of his period of army service."

367. A soldier has not a right to claim transfer to the reserve before completion of his period of army service. The indulgence can only be granted when the exigencies of the service permit.

Premature transfer to reserve.

A soldier in receipt of service pay and desirous of premature transfer will be required to pay the sum laid down in the Pay Warrant.

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368. When a soldier is invited, under instructions from the War Office, to convert his service for the benefit of the public service, payment will not be required of him.

For benefit of public service.

369. Transfer to the reserve before the expiration of their army service will not be allowed to :—

Conversion when forbidden.

- (i.) A re-engaged man.
- (ii.) A man who has received bounty on extending his service. (In an exceptional case transfer may be permitted, provided he is willing to refund the bounty.)
- (iii.) A man who has less than five years' service.
- (iv.) A bugler, drummer, piper, or trumpeter, unless he resigns his appointment.
- (v.) A man enlisted as a boy, who is in the band, or employed as a tailor, or in another trade.
- (vi.) A man with character less than "Good."
- (vii.) A man undergoing imprisonment or detention.
- (viii.) A man of the Army Pay Corps.
- (ix.) A N.C.O. or man of the A.O.C. (armourer or machinery artificer section).

On Conversion of Army Service—Abroad.

370. A G.O.C.-in-C. may authorise the transfer of a man serving within his command, subject to the following instructions :—

Conversion abroad.

(i.) A man of good character, in receipt of service pay may, except as provided in para. 369, be transferred in order to take up employment within the command, if in his last year of service, provided the G.O.C.-in-C. is satisfied that the employment is genuine and likely to be permanent, and the state of the unit permits. He will be required to pay the sum laid down in the Pay Warrant.

(ii.) A man of good character, who has served not less than three years abroad, and is desirous of leaving the colours for the purpose of supporting his parents, or other near relatives, or for any other sufficient cause, may be granted a transfer, together with passage, subject to the restrictions laid down in the Allowance Regula-

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tions, provided the G.O.C.-in-C. is satisfied, by enquiries from the police or other responsible persons, as to the bona fides of the application, the destitute condition of the parents to be supported, and the prospect of the soldier obtaining suitable employment. If he has received service pay, he will be required to pay the sum laid down in the Pay Warrant, before the transfer is effected.

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In no case will a transfer under these terms be sanctioned for the purpose of permitting a man to remain abroad.

On Reduction to the Ranks.

On reduction to the ranks. 371. The cause of transfer will be worded as follows:—
"With his consent, before the expiration of his period of army service."

When a soldier of between five and twelve years' service on being reduced to the ranks wishes to be transferred to the reserve, the case will be submitted for the decision of the brigade commander, who may authorise the transfer on the following conditions: a soldier who has drawn service pay, will, on transfer before the expiration of the term of colour service, by undertaking which he became eligible for service pay, be required to pay the sum laid down in the Pay Warrant. This should be explained to him before his application for transfer is sanctioned.

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If the man has re-engaged his re-engagement will be cancelled before transfer. If serving abroad he will, unless permitted to remain at the station, be sent home by public opportunity for the transfer to be carried out.

Place of Residence of Reservist.

Reservist to be sent to his home. 372. The C.O. is responsible that a man serving at home is sent, at the expiration of his army service, to his selected place of residence in the United Kingdom.

Reservist may reside abroad. A soldier who completes his army service while serving in India, or in a colony in which there is a British garrison, may be permitted to remain in that country, subject to the instructions contained in the Regulations for the Army Reserve.

Reservist to report himself. 373. A soldier will state his intended place of residence when transferred to the reserve. On transfer, he will report himself to the officer i/c records, or, in India, to the divisional general in whose command he intends to reside, from whom he will receive instructions. The divisional general will notify the man's name to the officer i/c records, will inform him if a reservist quits the command, and will report to him all casualties as they occur.

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Army Reserve.

Command. 374. Instructions as to the command, &c., of men of the army reserve will be found in Regulations for the Army Reserve.

Reservist Rejoining Colours.

Rejoining colours. 375. The conditions under which a man of the army reserve residing in the United Kingdom is permitted to rejoin the colours are laid down in the Regulations for the Army Reserve.

8.—DISCHARGE.

General Instructions.

376. When a soldier is brought forward for discharge, his C.O. will, except in the case specified in para. 390, classes (i.) (iii.) (a) and (iii.) (b), prepare the Proceedings on Discharge (A.F. B 268) for confirmation, in accordance with the instructions thereon. Proceedings on discharge.

377. On the discharge of a soldier at home, or from the West India Regiment or Royal Malta Artillery, with a view to pension, or as medically unfit, the officer who carries out the discharge will obtain the original attestation from the officer i/c records,* compare it with the duplicate, and return it to that officer for preservation. Comparison of attestations.

378. On the discharge of a soldier at the termination of his engagement, if there is any reason to suppose that he is suffering from any disability lessening his earning powers in civil life, a medical board will be assembled to determine the cause of his disability, its probable duration, and the amount of the incapacity at the time. His discharge documents with the proceedings of the medical board will be submitted to the Commissioners of the Royal Hospital, Chelsea, to determine whether he has any claim to pension. If suffering from disability.

379. The course to be adopted in the case of a man whose documents are missing or incomplete or who has unsettled claims is as laid down in para. 355. Missing documents. Unsettled claims.

380. A soldier who completes his period of engagement while serving abroad, and who is not permitted to remain abroad, will be sent home, under proper charge, with all convenient speed, to one of the places specified in para. 1654 (iii.). His discharge will then be carried out with the least possible delay. A.F. B 268 and the documents therein named, together with the discharge and character certificates (A.F. B 128 and B 2077), to be completed in presence of the soldier, will be prepared and sent home with the man. Discharge of man arriving from abroad.

381. A C.O. abroad will, a fortnight before the date of embarkation, transmit nominal lists of men about to be sent home for discharge to the officer i/c records concerned. In the case of the following a copy of the list will be sent as indicated below :— List of men sent home from abroad

Invalids	{ To the P.M.O. Netley (or other officer specified in para. 1654).
Time-expired men and others to be discharged from the discharge dépôt	{ To the commandant, discharge dépôt, Gosport.
Men sent home for discharge in classes viii., x, xi, xii, xiii, para. 390	{ To the G.O.C. at the port of disembarkation.

In the case of a man sent to the discharge dépôt for transfer to the reserve or discharge, the nominal lists will show the man's intended place of residence in the United Kingdom, or, if the precise address is not known, the post office of the place in which he intends to reside.

382. On receipt from the C.O. abroad of the nominal lists, the officer i/c records will forward the original attestation to be compared with the duplicate attestation of a man for discharge. See para. 377 :— Attestation of man from abroad.

- | | |
|---|---|
| (i.) As medically unfit | { To the P.M.O. Netley (or an officer specified in para. 1512). |
| (ii.) On termination of first period of engagement | { To the commandant of the discharge dépôt. |

* The officer i/c records Royal Malta Artillery is the O.C. that regiment.

Returns of
invalids and
time-expired
men.

383. Nominal returns will be furnished as follows for all arms :—

Class of men.	By whom furnished.	To be sent to.	Date upon which to be forwarded.	114 Returns 1844 A.O. 200 1906
(i.) Invalid for disposal.	P.M.O., Netley; administrative medical officer, Herbert Hospital, Woolwich; in other cases officers i/c discharge documents.	Officer i/c records.	1st of each month.*	
(ii.) Time-expired man and reservist from abroad.	Commandant, discharge dépôt; in other cases officer i/c discharge documents.	Do.	Do.	
(iii.) A man who dies while under treatment at Netley, or Herbert Hospital, Woolwich, or while awaiting discharge at Netley, Gosport, &c.	P.M.O., Netley; administrative medical officer, Herbert Hospital, Woolwich; or commandant, discharge dépôt; in other cases officer i/c discharge documents	Do.	As soon as possible after the death.	A.O. 200 1906

Return of
discharge.

384. Nominal lists of soldiers discharged will be rendered, or blank returns forwarded, as follows :—

By whom furnished.	No. of form.	To whom furnished.	On what date.	A.O. 200 1906
(i) O.C. (as defined in para. 389, except those in (ii))	A.F. B 2055	G.O.C. in C.	At Home. — On Wednesday of each week. Abroad.—As ordered by G.O.C.	
(ii) P. M. O., Netley; administrative medical officer, Herbert Hospital, Woolwich; commandant, discharge dépôt; inspector of gymnasia; commandants School of Musketry, School of Gunnery, Royal Military Academy, Royal Military College, Royal Military School of Music, Staff College, Duke of York's Royal Military School, Royal Hibernian Military School; officers i/c records for men of the army reserve, and permanent staff of militia and volunteers	A.F. B 99.	War Office	On Monday of each week. Blank returns need not be forwarded.	19 Gen. No. 4810
(iii) G.O.C.-in-C. at home—	A.F. B 99	War Office ...	On Monday of each week.	
(iv) G.O.C.-in-C. abroad	A.F. B 99.	War Office ...	1st of each month	

Notification
of discharge.

385. An officer by whom the discharge of a soldier belonging to a corps not under his command is carried out, will notify at once to the officer i/c records, the cause and date of such discharge. In the case of Netley and the discharge dépôt, this return will be sent monthly.

Employment
as
recruiter.

386. On the discharge of a serjeant desirous of employment as an ordinary recruiter, para. 361 is to be complied with.

*These returns are to account for all such men as have arrived from abroad during the preceeding month.

387. To prevent re-enlistment of a man discharged at home for misconduct, the confirming officer will (as soon as the man is discharged) transmit to the editor of the police gazette, New Scotland Yard, London, S.W., a descriptive return, on A.F. B 285, for insertion in the police gazette. Descriptive return of man discharged for misconduct.

388. Instructions as to disposal of documents after discharge will be found on the proceedings on discharge (A.F.—B 268). Disposal of documents.

Special Instructions as to the Various Classes of Discharge.

389. The expression "O.C." in para. 390 will include :—

Definition of term O.C.

Cavalry.

O.C. the regiment.

Artillery.

Officer exercising a lieutenant-colonel's command, R.A. (all branches), including local companies and battalions R.G.A.
O.C. Royal Malta Artillery.

Engineers.

Officer exercising a lieutenant-colonel's command, R.E. (if a field officer).

Infantry.

O.C. battalion (including colonial corps).

O.C. dépôt of all arms, corps and departments.

Recruiting staff officer.

O.C. A.S.C.

O.C. R.A.M.C. and administrative medical officer of a command, at home or abroad.

P.V.O. of a command, at home or abroad.

O.C. A.O.C., Woolwich, and the chief ordnance officer in other commands, at home and abroad.

The senior Army Pay Department officer at the headquarters station of a command.

The officer i/c records, for permanent staff of auxiliary forces.

The inspector of military prisons and detention barracks.

The A.A.G. of army schools.

The inspector of gymnasia.

Commandants.

School of Gunnery

Ordnance College

School of Musketry

Royal Military College

Staff College

Royal Military Academy

Royal Military School of Music

Duke of York's Royal Military School

Royal Hibernian Military School

} For the discharge of soldiers serving at these establishments.

390. Instructions as to the procedure in the various classes of discharge will be found in the following table. The discharge of a Procedure on discharge.

warrant officer, in cases not provided for in this table will not be carried out without reference to the War Office.

Cause of discharge.	Competent officer to		Special instructions.	
	Authorize discharge.	Confirm discharge.		
(i.) References on enlistment being unsatisfactory— At stations away from the headquarters of the recruiting area. At other stations ...	Recruiting officer. Approving officer.	Recruiting officer. Approving officer.	Applies only to a recruit who has been attested pending reference to employers, &c. The discharge will be carried out by an entry on third page of attestation.	Para. 390— (contd.)
(ii.) Having been irregularly enlisted— At home ... Abroad ...	O.C. ... O.C. ...	O.C. ... O.C. ...	When a recruit has been irregularly attested, a report, together with the man's attestation, is to be furnished to the officer i/c recruiting. Applies to a native soldier of colonial corps only.	A.O. 82 1906
(iii.) Not being likely to become an efficient soldier— (a) Recruit rejected both by medical officer and approving officer. (b) Recruit passed by medical officer, but rejected by a recruiting officer stationed away from the headquarters of the recruiting area, or by approving officer. (c) Recruit within three months of enlistment considered unfit for service.	Any approving officer or recruiting officer at the station where the recruit is rejected. Recruiting officer, or approving officer. Brigade commander.	Any approving officer or recruiting officer at the station where the recruit is rejected. Recruiting officer, or approving officer. O.C. ...	Under (a), and (b), the discharge will be carried out by an entry on the third page of the man's attestation. Under (b), when such recruit has been attested, the discharge may be carried out without reference to higher authority. Under (c), the medical officer is to report (at the end of each month) to the C.O., on A.F. B 204, which will then be forwarded with the man's attestation to the brigade commander, who will arrange for his examination by the P.M.O. or medical inspector of recruits. If the man is found unfit, the brigade commander will discharge the man without delay, and an extract from the certificate of the P.M.O. will be attached to the discharge documents. A recruit admitted to hospital prior to completing three months' service and found to be of defective intelligence, but not actually insane, will also be discharged under (c). A recruit considered by his C.O. undesirable on account of conduct and thus unlikely to make an efficient soldier, should be discharged under (c).	A.O. 82 1906
(d) Recruit who, after having undergone a course of physical training, is recommended by the examining board to be discharged, or, in the case of a mounted corps, is unable to ride.	Brigade commander.	O.C. ...	Under (d), an extract of the proceedings and finding of the board should be attached to the discharge documents	A.O. 82 1906

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Cause of discharge.	Competent officer to		Special instructions.	
	Authorize discharge.	Confirm discharge.		
(viii.) Having made a false answer on attestation— At home and abroad Man sent home for discharge.	Brigade commander. Brigade commander.	O.C. ... G.O.C. at port of disembarkation, or commandant, discharge depôt.	When a man has been convicted, either under Sections 33 or 99 of the Army Act, the brigade commander will decide whether he is to be retained in the service or not.	Para. 390—(contd.) A.O. 82 1906 A.O. 82 1906
(ix.) Unfit for the duties of the corps— Re-enlisted pensioner. Other soldiers— At home and abroad. Man sent home for discharge.	O.C., ... Brigadier-general. Brigadier-general, at station abroad.	O.C. ... O.C. ... O.C. ... G.O.C., port of disembarkation or commandant discharge depôt.	Applies only to a man found unlikely to become efficient, within three months of enlistment. Applies only to a private of the A.S.C., R.A.M.C., A.V.C., and departmental corps unfit for the corps for causes other than misconduct, whom it is not possible to transfer to other corps. A N.C.O. will be dealt with under class xxv. except a N.C.O. of the machinery artificer's section A.O.C., who may be discharged under this section during the first 6 months of his service. A man considered unfit in consequence of misconduct should be dealt with under class xi.	A.O. 82 1906 A.O. 82 1906
(x.) Having been convicted by the civil power of — or of an offence committed before enlistment— At home and abroad, except India. In India ...	Brigadier-general. Brigadier-general.	O.C. ... O.C.	Every conviction for an offence of a felonious nature will be referred to an officer not below the rank of brigadier-general at home and at stations abroad, or to a brigade commander in India. Applications for discharge, accompanied by copies of conduct sheets, and of civil convictions, will be made on A.F. B 130. If satisfied that the soldier has misconducted himself with a view to discharge, the C.O. will report the same to the authority having power to authorize the discharge. The application should be made, and the discharge, if authorized, carried out, as soon as possible after the case has been dealt with by the civil power. The discharge certificate will be sent to the governor of the prison in which the man is confined. Conviction includes cases where a soldier is bound over to come up for judgment when called upon.	14 Gen. No. 500
(xi.) For misconduct— At home ... In India ... Other stations abroad	Brigadier-general. Brigade commander. Brigadier-general.	O.C. O.C. O.C.	The application, accompanied by conduct sheets (or copies) and copies of civil convictions, will be made on A.F. B 130, and should state if the man is thought to have misconducted himself with a view to discharge. The application should be made as soon as the last offence has been dealt with, whether by C.O. or by court-martial.	A.O. 82 1906 8 King's 141

Discharge.

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(contd.)

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Cause of discharge.	Competent officer to		Special instructions.
	Authorize discharge.	Confirm discharge.	
Man sent home for discharge.	In India, brigade commander, or brigadier-general at other stations abroad.	G.O.C., port of disembarkation, or commandant, discharge depôt.	The discharge certificate should be sent to the governor of the prison or commandant of the detention barrack as the case may be. A man serving abroad will be sent home for discharge, unless enlisted at the station where serving when convicted, in which case he will be discharged locally. This heading is not applicable to a boy. If a boy misconducts himself an application for his discharge may be submitted under class xxv.
(xii.) Having been sentenced to penal servitude— By court-martial or civil power at home; or By civil power abroad, including India. By court-martial abroad, including India.	O.C. ... O.C. ...	O.C. ... G.O.C., port of disembarkation, or commandant, discharge depôt.	Discharge to be carried out, and the discharge certificate sent to the governor of the prison in which the man is confined, as soon as possible after the case has been disposed of. Unless enlisted at the station where they are serving, men will be sent home to undergo their sentences. Their documents will be sent with them, and their discharge will be carried out as soon as possible after the date of disembarkation at home.
(xiii.) Having been sentenced to be discharged with ignominy— At home ... Abroad ... Man sent home for discharge.	O.C. ... O.C. ... G.O.C., port of disembarkation, or commandant, discharge depôt.	To be carried out at once, and the parchment discharge certificate sent to the governor of the prison. In the case of a man in military prison at home, for whom passage to return to the place of enlistment abroad is required, the C.O. will report the circumstance to the War Office in time to admit of a passage being provided, on the termination of imprisonment, in accordance with para. 410. A man serving abroad is to be sent home for discharge, unless enlisted at the station at which he is undergoing imprisonment. In this case the C.O. will transmit the discharge certificate to the governor of the prison.
(xiv.) At his own request, on payment of ——— under Article 1058 (i), Pay Warrant— At home and abroad	Brigade commander.	O.C. ...	See paras. 391 to 396.
(xv.) Free, after ——— years' service under Article 1058 (ii), Pay Warrant— At home and abroad Sent home from abroad for discharge.	Brigade commander. Do. at station abroad.	O.C. ... Commandant, discharge depôt. O.C. at home.	See paras. 391 to 396.

Cause of discharge.	Competent officer to		Special instructions.	
	Authorize discharge.	Confirm discharge.		
(xv.) Free under Article 1058 (iii), Pay Warrant—	G.O.C.-in-C.	O.C.	<p>This applies only to—</p> <p>(a) A British soldier serving in the United Kingdom who has not been in receipt of service pay.</p> <p>(b) A native soldier of a colonial force serving in the locality in which he enlisted.</p> <p>Before sanctioning, the G.O.C.-in-C. will satisfy himself by enquiries from the police or other responsible persons, as to the <i>bona fides</i> of the application, the destitute condition of the parents or other near relatives to be supported, and the prospect of the soldier obtaining suitable employment. He will also have regard to the conduct of the soldier while serving, the general circumstances of the case, and his inability to purchase his discharge under Article 1058 (i), Pay Warrant.</p> <p>See para. 370.</p>	Para. 390— (contd.) A.O. 82 1906
(xvi.) Having been found medically unfit for further service— At home Abroad Man sent home for discharge.	Brigade commander. Do. ...	O.C. or P.M.O. Netley or Herbert Hospital, Woolwich. O.C. O.C. at home.	<p>A soldier found medically unfit to re-engage will be dealt with under this heading.</p> <p>See paras. 397 to 408.</p> <p>A soldier under three months' service will be dealt with under (iii).</p>	A.O. 82 1906 A.O. 200 1906
(xviii.) At his own request after 18 years' service (with a view to pension under the Pay Warrant)*— At home and abroad Man sent home for discharge.	Brigade commander. Do. prior to being sent home.	O.C. Commandant, discharge depôt. O.C. at home.	<p>Application to be submitted on A.F. B 132.</p>	A.O. 82 1906
(xix.) For the benefit of the public service after 18 years' service (with a view to pension under the Pay Warrant)*— At home and abroad Man sent home for discharge.	Divisional commander. Do. prior to being sent home.	O.C. Commandant, discharge depôt. O.C. at home.	<p>Applies only to N.C.Os. and men, and should not be used in cases covered by any other class of discharge, such for instance as inefficiency or misconduct, or medical unfitness, or at own request.</p> <p>Application submitted on A.F. B 130, with copies of conduct sheets and record of service. The reasons for the discharge being "for the benefit of the public service" should invariably be stated.</p>	A.O. 82 1906

* The words in brackets are not to be entered in the discharge certificate, but should be shown on the Proceedings on Discharge.

Cause of discharge.	Competent officer to		Special instructions.
	Authorize discharge.	Confirm discharge.	
Para. 390— (contd.) (xx.) Inefficiency after 18 years' service (with a view to pension under the Pay War-rant)*— At home and abroad A.O. 82 1906 Man sent home for discharge.	Divisional commander. Divisional commander, prior to being sent home.	O.C. ... Commandant discharge depôt. O.C. at home.	Application to be submitted on A.F.—B 130.
(xxi.) The termination of his — period of engagement— At home and abroad A.O. 82 1906 Man sent home for discharge.	O.C. ... Commandant discharge depôt. O.C. at home.	Discharge should be confirmed for day on which soldier completes engagement, or as soon after as possible. A fortnight before the expiration of first period of engagement the man should be furnished with a notice (A.F.—D 421) showing the conditions of service in Section D, army reserve. A soldier whose continuance in the service beyond 21 years is terminated by his C.O. under para. 271 will be discharged under this heading. A man serving abroad who intends to reside at home will be sent home by the G.O.C. at the station. A pensioner discharged on completion of term for which re-enlisted, the cause of discharge will be worded "On termination of engagement."
(xxii.) With less than 21 years' service towards engagement, but with 21 or more years' service towards pension— A.O. 82 1906 At home and abroad Man sent home for discharge.	O.C. ... O.C. ...	O.C. ... Commandant, discharge depôt. O.C. at home.	See paras. 391 to 396.
(xxiii.) Having claimed discharge after three months' notice— At home and abroad A.O. 82 1906 Man sent home for discharge.	O.C. ... Commandant, discharge depôt. O.C. at home.	Only applicable to a soldier who has prolonged his service beyond 21 years. C.O. may dispense with the three months' notice required from the man. See para. 272.

* The words in brackets are not to be entered in the discharge certificate, but should be shown on the Proceedings on Discharge.

Cause of discharge.	Competent officer to		Special instructions.	
	Authorize discharge.	Confirm discharge.		
(xxiv.) Having reached the age for discharge— At home and abroad Man sent home for discharge.	O.C. Com- mandant, discharge depôt. O.C. at home.	Only applicable to a warrant officer, re-enlisted pensioner, and the permanent staff of the auxiliary forces.	Para. 390— (contl.) A.O. 82 1906
(xxv.) His services being no longer required— In India ... At home or abroad... Boy whom, owing to misconduct, it is considered desirable to discharge.	Brigade com- mander. G.O.C.-in- C. In India— Brigade com- mander Else- where— G.O.C.-in- C.	O.C. O.C. O.C.	Only applicable to:— (a) Soldier who cannot be discharged under any other heading. (b) Boy. Applications will be submitted on A.F. B. 130, accompanied by full particulars and copies of conduct sheets. If the man is to be sent home, his discharge documents will be sent with him for confirmation by the G.O.C. at the port of disembarkation, or by the commandant, discharge dépôt.	 A.O. 82 1906
(xxvi.) At his own request after 21 (or more) years' service (with a view to pension under the Pay Warrant)*— At home and abroad Man sent home for discharge.	O.C. O.C.	... O.C. ... Comman- dant, dis- charge depôt. O.C. at home.	Applies to a re-enlisted soldier whose service under former attestations counts as "service" only (see para. 275). Such man cannot, even though he has a total service of more than 21 years, be compulsorily discharged to pension prior to the expiration of current engagement.	 A.O. 82 1906
(xxvii.) After 21 (or more) years' qualifying service for pension, and with 5 (or more) years' service as warrant officer (with a view to pension under the Pay Warrant)*— At home and abroad Man sent home for discharge.	O.C. O.C.	... O.C. ... Comman- dant, dis- charge depôt. O.C. at home.	Applies only to a warrant officer not recommended for further retention under Article 687, Pay Warrant, and consequently, discharged under Article 712 of that Warrant.	 A.O. 82 1906

* The words in brackets are not to be entered in the discharge certificate, but should be shown on the Proceedings on Discharge.

Instructions as to Classes xiv, xv, and xxi of para. 390.

391. An application for discharge is to be submitted at once to the C.O., who will keep a list showing the date of application, and, within 30 days after the application has been made, will forward the case (on A.F. B 132), with his remarks, to the specified authority for decision. The 30 days' delay is intended to give the soldier time to withdraw his request, should he wish to do so. The C.O. is authorised to omit the delay in the soldier's interests.

Application for discharge. Delay of a month.

When a unit or draft is ordered abroad, an application previously registered will be submitted at once to the specified authority for decision. When application is made by a soldier after his name has been included in a draft for service abroad, or after his unit has received orders for service abroad, the application will be submitted at once to the G.O.C.-in-C., the C.O. explaining the case and stating whether the vacancy can be filled.

Men under orders for service abroad.

The C.O. may, subject to the approval of the brigade commander, delay the discharge of a bandsman for a period not exceeding six months to enable a successor to be trained.

Bandsman.

392. A soldier serving abroad, who purchases his discharge, is required to lodge, in addition to the purchase money, a sum sufficient to pay for his passage home, unless permission for him to remain abroad is obtained.

Sum to defray passage home.

393. When the relatives of a soldier serving abroad desire to purchase his discharge and the soldier cannot himself provide the purchase money, the application may be made direct to the man's C.O., but money will not be sent with such application.

When money is lodged by relatives.

If the discharge is approved the C.O. of the unit will notify the accountant of the dépôt, instructing him as to the amount to be deposited, including passage money and any bounty or gratuity to be refunded, and will furnish him with the name and address of the person to whom he should apply for the money.

The date of the receipt of the amount at the dépôt should be reported to the C.O. of the unit, to whom the passage money should be remitted by accountant's advances, or, in the case of a unit serving in India, by money order. The soldier should then be at once sent home.

The purchase money and any gratuity, etc., refunded should be credited to the public in the accounts of the dépôt. In the case of a soldier whose battalion is serving in India, credit should be given to "India :—Miscellaneous Services."

394. Money is not to be accepted for the purchase of a soldier's discharge when the man is serving at home, until authority has been received. Should money be received for this purpose, it should be returned to the sender, with the information that it will be called for if the discharge is authorised. Abroad, when it is probable that the discharge will be authorised, money received for this purpose may be retained.

Purchase money.

395. When the authority for the discharge has been given, and the purchase money received, the discharge will be at once carried out. A copy of A.F. O. 1633 will be kept with the man's discharge documents.

Procedure on discharge.

396. In the case of a schoolmaster who wishes to purchase his discharge, the C.O. will submit the application to the officer i/c records.

School-master.

Instructions as to Class xvi of paragraph 390.

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Medical examination of man at home. **397.** When a man serving at home is considered by the medical officer in charge and the P.M.O. to be unfit for the service, the P.M.O. will arrange for him to be examined by a medical board, the president of which, if possible, will not be under the rank of colonel. If the man is pronounced unfit for further service, the brigade commander will authorise the discharge.

Man at out-station. **398.** If a man is serving at an out-station and the P.M.O. desires to place him under observation at the headquarters of the district, the brigade commander will authorise the move.

Disposal of invalid from abroad. **399.** An invalid arriving from a station abroad is to be brought forward for disposal as early as possible. If the P.M.O., after having inspected him, reports him to be unfit for further service, he will be discharged. A man found fit for service will be sent to the affiliated service unit at home. In the Foot Guards, he will be sent to the regimental headquarters, in the A.O.C., to corps headquarters at Woolwich. In the case of the R.A., R.E., A.S.C., R.A.M.C., A.V.C., and Army Pay Corps the medical officer in charge of the hospital will notify the officer i/c records that a soldier is about to be discharged as fit for duty. The officer i/c records will then notify to the medical officer the unit and station to which the soldier is to be sent.

400. A convalescent from abroad will not be placed under canvas. If room is not available in barracks, accommodation will be provided by placing other soldiers under canvas or in billets. If a home unit is under canvas, a convalescent will be sent to his regimental dépôt, instead of being disposed of as above. A convalescent will reach his destination before sunset, if possible, and will not be despatched until it has been ascertained, by telegraph, that arrangements have been made for his reception.

Removal of lunatic to an asylum for treatment. **401.** A lunatic soldier at home is not to be removed to an asylum for treatment without the sanction of the G.O.C.-in-C.

In England. **402.** When it is decided to place a lunatic soldier in an asylum for temporary treatment, the case will be dealt with as follows:—

(i) *If the soldier is serving in England or Wales*, the G.O.C.-in-C. will obtain from the asylum authorities a form of application for a reception order, in accordance with Section 4 of the Lunacy Act, 1890, and will then take steps for the completion of the order and for the soldier's removal to the asylum.

In Scotland. (ii) *If the soldier is serving in Scotland*, the G.O.C.-in-C. will first obtain the consent of the asylum authorities to the man's reception, and a form of petition for a sheriff's order in accordance with Section 14 of the Lunacy (Scotland) Act, 1862. On receipt of the sheriff's order the G.O.C.-in-C. will take steps for its completion and for the soldier's removal to the asylum.

In Ireland. (iii) *If the soldier is serving in Ireland*, the G.O.C.-in-C. will take steps to have the man admitted into the district lunatic asylum assigned to the city, county, or town in which he is quartered, first communicating with the resident medical superintendent as to the date and hour at which the patient can be received. A.F. B 2058 must accompany the soldier on his removal to the asylum.

Cost of maintenance. **403.** The cost of maintenance of a soldier temporarily detained in a civil lunatic asylum will be adjusted as provided by the Allowance Regulations.

404. A soldier who has been one month in a civil lunatic asylum should be brought forward for discharge. Discharge.

405. In the case of a lunatic sent to Netley for treatment, the undermentioned documents will be forwarded by the P.M.O. of the command to the G.O.C.-in-C. for transmission to Netley, at least two clear days before the departure of the lunatic :— Removal of lunatic to Netley for treatment.
(i.) detailed medical history (A.F. B 179); (ii.) detailed information on the case with any enclosures (A.F. B 183); (iii.) medical history sheet (A.F. B 178). In such cases the proceedings on discharge (A.F. B 268) will also be prepared (but not confirmed) before the man leaves his corps, and forwarded to Netley.

406. When it is decided to discharge a lunatic soldier, the following course will be followed :— Disposal of lunatic on discharge.

(i.) If he is not dangerous to himself, or to the public, the C.O. will ascertain whether his friends are willing to receive him. If his friends decline, the man will, under Section 91 of the Army Act, be handed over to the charge of his parish authorities. The order for sending him to his parish will be signed, in the name of the Secretary of State for War, by the officer who carries out the discharge, the section referred to above being quoted in each case. Reasonable notice will always be given by his C.O. to the parish authorities before the soldier is sent to the parish union, as required by that section. Harmless lunatic.

(ii.) If the man is a dangerous lunatic, the prescribed form of order for the reception of a dangerous lunatic soldier (A.F. B 261, B 262, or B 263) will be filled up and forwarded to the G.O.C.-in-C. for his personal signature, before the case is disposed of. Notice to parish.

407. Under the Lunacy Act, 1890, Sections 29 (1) and 36, the medical examination of the lunatic must take place not more than seven clear days before the date of the reception order, and the lunatic must be received in the asylum within seven days of the date of the order. Dates of medical examination, reception order, and admission into asylum.

408. A lunatic soldier transferred from one hospital to another, or handed over to the charge of the parish authorities, or to his friends, as well as a helpless discharged soldier, will be accompanied by an unarmed conducting party, to be furnished on the application of the medical officer in charge. The C.O. will apply to the brigade commander for permission to detail a conducting party, and will transmit a medical certificate stating the necessity for its employment and determine its strength. Escort for lunatic and helpless soldier.

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Disposal of Soldier on Discharge.

409. Instructions as to conveyance to his home of a soldier on discharge will be found in the Allowance Regulations. Conveyance to his home.

410. In the case of a soldier serving at home who, on discharge, is entitled and wishes to proceed abroad, an application will be made for the passage. When the passage has been provided the discharge will be confirmed for the date of embarkation. Man entitled to passage to proceed abroad.

411. A soldier enlisted in the West Indies who is serving elsewhere than in the West Indies, will be sent to Jamaica for discharge, unless he wishes to reside after discharge at the place where he is serving, and the civil authorities there have no objection. A man enlisted on the West Coast of Africa who is serving in the West Indies will be sent to the West Coast for dis

Man of West India Regiment.

charge. Care must, however, be taken to make use of any government vessel proceeding within a reasonable time of the discharge being due.

A time-expired man must, in all cases, reach the station at which he is to be discharged within the limit of extension of service permitted by Section 87, Army Act, in the case of a man serving beyond the seas.

Discharged soldiers in hospital.

412. A discharged soldier who, on account of illness, is unable to proceed to his home, will be subsisted in hospital under the Allowance Regulations. In such a case it will not be necessary to cancel a man's discharge, but he must not be retained in hospital after he is fit to travel, unless further remedial treatment is sanctioned by the P.M.O., in which case a monthly report should be made stating the reason necessitating retention, for the information of the G.O.C.-in-C.

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Assessment of Character on Discharge or Transfer to the Reserve.

Discharge and character certificates.

413. A certificate of discharge, or transfer to reserve, and certificate of character will be given, as specified below :—

- | | |
|---|---|
| (i.) On transfer to the reserve | { Reserve certificate (A.F.—D 426) and character certificate (A.F.—B 2077).
Discharge certificate (A.F.—D 403) and character certificate (A.F.—B 2077).
On the latter the character since re-enlistment will be recorded. |
| (ii.) Re-enlisted pensioner on discharge | |
| (iii.) Recruit discharged, under class (iii.) (a), (b), and (c), of para. 390, or under class (i.) | { Discharge certificate (A.F.—B 2079), but no certificate of character. |
| (iv.) Man discharged under classes (x.) (for felony), (xi.), (xii.), (xiii.), para. 390 | |
| (v.) All other discharges | { Discharge certificate (A.F.—B 264), but no certificate of character.
Discharge certificate (A.F.—B 128), and character certificate (A.F.—B 2077). |

Date of signature and delivery.

Certificates of discharge and character will be signed by the officer who carries out the discharge or transfer, and delivered, free from erasure, enclosed in an envelope (A.F.—A 14), if possible on the last day of the man's service. When this day falls on a Sunday, Christmas Day, or Good Friday, the discharge should be confirmed for that day, but the man may receive his certificates and be allowed to go away on the previous day.

When discharged on account of wounds, &c.

414. When the discharge of a soldier as medically unfit is attributable to wounds or injuries (however received) a brief statement of the nature of the wound or injury, and of the circumstances under which sustained, should be added to the cause of discharge in the certificate of discharge, except in cases where it would be clearly to the disadvantage of the soldier that such an addition should be made.

Recording Conduct and Character of Soldier.

Information to be given in certificate.

415. The guiding principle in examining a soldier's conduct sheets with a view to assessing his character is to differentiate between a man's character as a soldier and his character as a man.

The main object of giving a soldier a certificate of character is to assist him in obtaining employment in civil life, and the certificate should be so worded that employers of labour can readily estimate the true worth of the man. In addition to recording his character, the certificate should contain any information which would show what qualification a man possesses as regards civilian

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employment, e.g., "thoroughly sober and reliable"; "accustomed to the care of horses and a good groom"; "a good clerk, pains-taking and industrious"; or any other special qualifications which a man may possess; also, if desired by the soldier, "wife (stating Christian name in full) is a fair, good, very good (washerwoman, needlewoman, &c.)."

The success of arrangements for providing civil employment for a discharged soldier and reservist must, in a great measure, depend upon the manner in which the character of a man is estimated. If men recommended as of "good" character are found to be untrustworthy or unsteady, the confidence of employers of labour will not be gained, and the scheme must prove a failure. On the other hand, if, on account of comparatively trifling irregularities of a purely military nature, a man is refused a good character, his subsequent career in civil life is injuriously affected, to the detriment of the popularity of the service and of recruiting. The responsibility, therefore, of a C.O. in this respect is very great, and his special attention is directed to the subject.

To ensure uniformity in estimating and recording a man's character while serving, or on discharge or transfer to the reserve, the following terms will be strictly adhered to:—

- (i.) Exemplary.
- (ii.) Very good.
- (iii.) Good.
- (iv.) Fair.
- (v.) Indifferent.
- (vi.) Bad.
- (vii.) Very bad.

416. In estimating the character of a soldier, a C.O. will take into consideration any entries in a man's medical history sheet for admission into hospital on account of alcoholism. In cases where the character recorded is "indifferent" "bad," or "very bad," the reason for recording such a character will be briefly stated in the Proceedings on Discharge or Proceedings on transfer to the Army Reserve, the man's conduct as a soldier being separated as much as possible from his character as a man, for example—(i.) "conduct indifferent, has been guilty of frequent acts of absence, but is smart, willing, and hardworking"; (ii.) "conduct indifferent, has been addicted to drink, but is a smart soldier and respectful to his officers"; (iii.) "conduct bad, has been guilty of desertion, but has proved a gallant soldier in the field." In cases where the character is recorded as fair, or upwards, the C.O. will supplement it (when in the soldier's interest) by the words:—

(a) No offence in whole service of _____ years;
or,

(b) No offence during the last _____ years,
and (where applicable)

No instance of drunkenness in whole service of _____ years.

Any such particulars that can be truthfully recorded in favour of the soldier should also be inserted in his certificate of character, but the reason for assessing the character as indifferent, bad, &c., is not to be inserted in the certificate.

417. An "exemplary" character is the highest that can be given to any soldier, and is to be given only to a man whose period of service has enabled his conduct to be thoroughly tested. It is

to be reserved, therefore, for a man who has served for at least six years, who has not incurred more than the following number of entries in the regimental conduct sheet, and has been clear of an entry in the regimental conduct sheet for the periods stated in the subjoined table :—

Length of Service.	No. of entries* allowed in	Years clear of entry* in
	Regimental conduct sheet.	
6 and under 9	2†	5
9 " " 12	4	6
12 " " 15	5	7
15 " " 18	6	8
18 and upwards	7	9

* Including those entries referred to in the last sentence of para. 1922.

† Not more than one to be a case of drunkenness.

The C.O. is the sole judge of whether an exemplary character should be granted. Though the soldier fulfils the above conditions, the grant of an exemplary character is discretionary and not obligatory.

N.C.O.

418. In cases where a more favourable character than "fair" cannot be given to a N.C.O., the reasons will be briefly recorded on the proceedings on discharge, or the proceedings on transfer to the army reserve, but not in the certificate of character.

Bad character.

419. A bad character is not to be given to a N.C.O., nor to a man in possession of a good-conduct badge.

Wording of character of recruit.

420. When a recruit is discharged before he has completed one month's service, and receives a good character, the words "during his days' service" should be added after the words "good" in the proceedings on discharge and in the certificate of character. The character of a recruit who is attested for the Post Office Corps, or for the R.E., for immediate transfer to the army reserve, will also be worded "good during his days' service."

Duplicates or copies of certificates.

421. A duplicate or copy of the discharge or transfer, or character certificate, or extract from official records, will not be issued to a discharged soldier or reservist. A certified copy of the record of a man's service will be supplied to the officer charged with his payment, if asked for.

Description and Measurements on Discharge, or Transfer to the Reserve.

Descriptions on discharge documents, and certificates.

422. The description and measurements entered in the Proceedings on Transfer to the Army Reserve, the parchment reserve and character certificate, the Proceedings on Discharge, and the discharge and character certificates, should invariably be taken on the date upon which those documents are prepared.

Recommendations for civil employment.

"I believe that _____ is thoroughly trustworthy, and to the best of my belief he has never been under the influence of liquor during the last three years of his army service which expired on [date] ."

[Signature of C.O. and date.]

This certificate will be placed in the man's documents.

424. In addition to the certificate of character, a card of recommendation for civil employment (A.F.—D 402) will be given to a man specially deserving of civil employment on discharge or transfer to the reserve, whom the C.O. wishes to bring to the notice of the National Association for the employment of such men. A C.O. will only issue this form to a man in every respect trustworthy and deserving of employment, and should explain to each man that the association registers men for employment on personal application only. In the case of a man sent home from abroad, the card should accompany his other documents, and be given to the man by the officer who carries out the discharge, or transfer to the reserve. Every soldier on transfer to the reserve, or on discharge, at home, except a man of bad character or a man discharged by purchase, or with less than three months' service, will also be commended to the Incorporated Soldiers' and Sailors' Help Society, on A.F.—D 480. These forms will be prepared as far as possible by the soldier's C.O., only those details being left blank which must be completed on the man's actual discharge or transfer to the reserve.

SECTION VIII. — DISCIPLINE. COURTS-MARTIAL. MILITARY PRISONS AND DETENTION BARRACKS. COURTS OF INQUIRY.

DISCIPLINE.

General Instructions.

Administra- tion of discipline.	431. A G.O.C.-in-C. will be responsible for the discipline of all the troops in his command.	A.O. 6 Jan. 1905
Official Secrets Act, 1889.	432. A general or other officer commanding is responsible that all persons employed under him are made acquainted with the provisions of the Official Secrets Act, 1889, and a record that this has been done should be kept in every office.	
Prevention of crime.	434. A C.O. is to use every effort to prevent crime and to suppress any tendency to screen its existence. For first offences, not of an aggravated character, admonition is the most suitable treatment. Other punishment should only be resorted to when admonition has failed to have effect.	
Treatment of soldiers.	435. An officer of any rank will adopt towards his subordinates such methods of command and treatment as will not only ensure respect for authority, but also foster the feelings of self-respect and personal honour essential to military efficiency.	
Observance of the rules by N.C.Os.	436. Warrant officers and N.C.Os. will be guided by the foregoing principles in dealing with each other and with private soldiers. They will avoid intemperate language or an offensive manner.	
Reproof of N.C.O.	437. An officer is not to reprove a N.C.O. in the presence or hearing of privates, unless it is necessary for the benefit of example that the reproof be public.	
Courts- martial on N.C.O.	438. A N.C.O. of higher rank than corporal is not to be tried by any court-martial inferior to a D.C.M., except when a D.C.M. cannot, having due regard for the public service, be assembled. Of these circumstances the sole judge will be the officer having power to convene a D.C.M. to try the case.	
Redress of grievance.	439. The manner in which an officer or soldier should proceed to obtain redress for any grievance under which he conceives himself to be suffering is prescribed in Sections 42 and 43 of the Army Act. This procedure alone will be recognised, and an officer or soldier is forbidden to use any other method of obtaining redress for a grievance, real or supposed. When claims are advanced by a soldier they are to be fully and distinctly stated, and such explanations are to be annexed as may be necessary, with a view to their being duly investigated and adjusted as soon as practicable. Anonymous complaints are strictly prohibited.	
Responsi- bility of officers in general.	440. An officer is at all times responsible for the maintenance of good order and the rules and discipline of the service; he is to afford the utmost aid and support to the C.O. It is his	

duty to notice, repress, and instantly report, any negligence or impropriety of conduct of N.C.Os. and private soldiers, whether on or off duty, and whether the offenders do or do not belong to his particular unit.

441. A C.O. should impress upon all under his command the propriety of courtesy in intercourse with all ranks and classes of society, and should particularly caution them to pay deference and respect to civil authorities. Courtesy to all ranks of society.

442. The C.O. of every unit will, upon the first arrival of the unit at any place where it is to remain in quarters, cause public proclamation to be made that if the inhabitants suffer soldiers to contract debts, they will do so at their own risk. Crying down credit.

443. Deliberations or discussions by officers or soldiers with the object of conveying praise, censure, or any mark of approbation towards their superiors or any others in His Majesty's service, are prohibited. The publication of laudatory orders regarding an officer quitting a station or relinquishing an appointment is forbidden. A C.O. is to refuse to allow subscriptions for testimonials in any shape to a superior on quitting the service, or on being removed from his corps. Every officer will be held responsible should he allow himself to be complimented by officers or soldiers, who are serving, or who have served, under his command, by means of presents of plate, swords, &c., or by any collective expression of their opinion. Praise or censure of superiors forbidden. Presents and testimonials.

444. An officer is forbidden to forward testimonials relating to his services or character, with any application he may make to the War Office. In the event of an officer wishing that the opinions of officers under whom he has served should be brought to notice he will submit their names, so that if necessary they may be referred to. Recommendations.

445. An officer is forbidden to write private letters to officials at the War Office, on official personal matters, such as promotion, appointment, posting, transfer, &c. Communications and interviews with W.O. officials.

An officer on full pay and serving in the United Kingdom is forbidden to ask for an interview with any official at army headquarters, unless he has previously obtained from the general officer under whom he is immediately serving written permission to do so, which will only be accorded on good and reasonable grounds. The written permission will be brought to the War Office by the officer seeking the interview.

An officer temporarily at home, but belonging to a unit abroad, will apply for permission to the officer i/c records. An officer similarly situated, but not under the command of an officer i/c records, will be permitted to ask for an interview without a written permission; but then only in cases of such urgency that a written official application will not meet the case.

Attempts to obtain favourable consideration of any application by the use of outside influence are forbidden, and, if resorted to, will be regarded as an admission on the part of the applicant that his case is not good on its merits, and it will be dealt with accordingly. Outside influence.

When an interview is asked for, or a letter written on behalf of an officer by any person other than himself, such application will be deemed to have been made at his suggestion, unless he can show to the satisfaction of the authorities that he has no knowledge, directly or indirectly, of such application.

446. Every officer, whose character or conduct as an officer and gentleman has been impugned, must submit the case within a Officer's character impugned.

Officer suspended from duty. reasonable time to his C.O., or other competent military authority, for investigation. Pending the investigation an officer may be suspended from duty, in which case he will be placed under the same restrictions as an officer in open arrest, but will be shown as effective on the first day of each month, while so situated, and may be permitted to wear plain clothes.

Bankruptcy &c. 447. If an officer by bankruptcy, liquidation, composition, or other legal proceedings, finds himself unable to meet his engagements, he will at once notify the fact to his C.O. The latter will report the circumstances for the information of the Army Council, who will decide whether the officer can be permitted to continue to hold His Majesty's commission.

Dealings with contractors. 448. Officers, soldiers, and others in military employment, are to be scrupulously careful in their relations, and are to have no private dealings, with army contractors, their agents or employes. They must guard against being placed in such a position that they may be influenced, or may lay themselves open to the suspicion of being influenced, in the discharge of their duty, by other than purely public considerations.

Directorate and commission agencies. 449. An officer on full pay is not permitted to belong to the directorate of any public, industrial, or other company, without permission from the War Office, and he, as well as a soldier, is forbidden to act, either directly or indirectly, as agent for any company, firm, or individual, engaged in trade.

Outside employment of permanent staff. 450. A soldier serving on the permanent staff of the auxiliary forces may not accept employment outside his military duties without the sanction of the brigade commander concerned, which will not be given if such employment interferes with the performance of any military duty.

Political meetings. 451. An officer or soldier is forbidden to institute, or take part in, any meetings, demonstrations, or processions for party or political purposes, in barracks, quarters, camps, or their vicinity. Under no circumstances whatever will he attend such meetings, wherever held, in uniform.

Displays of horsemanship or gymnastics. 452. Soldiers are not allowed to give displays of horsemanship or gymnastics at local fêtes or exhibitions unless (i.) the sanction of the divisional commander is obtained, and (ii.) an officer, or, in the case of a performance by the army gymnastic establishment, a warrant officer or staff serjeant, is present throughout.

Publishing military information. 453. An officer or soldier is forbidden to publish or communicate, either directly or indirectly, to the press, any military information, or his views on any military subject, without special authority. Any information of a professional nature which he may acquire while travelling or employed on duty is to be regarded as the property of the War Department, and is not to be published in any form without previously obtaining the permission of the Army Council. An officer or soldier will be held responsible for all statements contained in communications to his friends which may subsequently be published in the press. He is not to pre-judge questions which are under the consideration of superior military authority by the publication, anonymously or otherwise, of his opinions, and he is not to take part, in public, in a discussion relating to orders, regulations or instructions issued by his superiors.

454. In commands, any communications of a general nature which it may be considered desirable to make to the press are to be made through command headquarters, and all applications of press representatives are to be referred to an authorized staff officer.

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455. Instructions relating to legal proceedings under the ordinary law, including cases in which an officer or soldier may be made defendant in civil or criminal proceedings, will be found in Appendix VIII. Proceedings under the ordinary law.

456. The * definition of "commanding officer" in the Rules of Procedure, applies to that expression in Sections 45, 46, and 47, of the Army Act, in those sections which relate to the execution of sentences (as Sections 59, 64, 65, and 66), and in Sections 138, 181 (6), 182, 183, and 184. In the portions of the Army Act not above mentioned the expression "commanding officer" is not limited to the "commanding officer" as defined by the Rules of Procedure. The commanding officer.

457. The C.O. of a detachment is vested with the full power of awarding summary punishment accorded to a C.O. of a unit, but the C.O. of the unit, if the detachment is serving in the same command, or the O.C. the garrison or station where the detachment may be, or other superior authority, may, having regard to the rank and experience of the O.C. the detachment, if below the rank of substantive major, restrict him from the exercise of any or all of the powers of a C.O. Nevertheless, an O.C. a detachment may, if necessity arises, act to the full extent of the powers of a C.O. for the maintenance of discipline notwithstanding any restrictive order, but in such case he will immediately report his action for the information of the superior authority by whom such restrictive order was made. The C.O. of a detachment.
Restriction as to summary powers and courts-martial.

458. A brigade commander may, on the embarkation of troops and on other special occasions, associate two or more detachments for the purposes of discipline, and place them under the command of one officer. In such cases the powers of the O.C. the several detachments to award summary punishments and convene R.Cs.M. will, for the time being, remain in abeyance. Detachments may be associated under one command.

459. All gambling in garrisons, camps, or cantonments is forbidden. Gambling forbidden.

460. The introduction of wine and spirits into barrack rooms is forbidden, but a man may be allowed to receive one pint of beer with his dinner. Wine and spirits forbidden in barrack rooms.

461. Sections 4 to 44 (inclusive) of the Army Act, are to be read once in every three months at the head of every unit, and also the following notice :— Army Act, portions read out.

"Under the existing law, any person who shall maliciously and advisedly endeavour to seduce any person or persons serving in His Majesty's forces by sea or land from his or their duty and allegiance to His Majesty, or to incite or stir up any such person or persons to commit any act of mutiny, or to make or endeavour to make any mutinous assembly, or to commit any traitorous or mutinous practice whatsoever, may, on being legally convicted of such offence, be sentenced to penal servitude for the term of the natural life of such person." Treason and mutiny.

* Extract from R. P., 129. "The expression 'commanding officer' as used in the sections of the Army Act, relating to 'Courts-martial,' to the 'Execution of sentence,' and to the 'Power of commanding officer,' and in the provisions consequential thereon, and in these rules, means, in relation to any person, the officer whose duty it is, under the provisions of His Majesty's Regulations, or, in the absence of any such provisions, under the custom of the service, to deal with a charge against that person of having committed an offence, that is, to dispose of it on his own authority."

"It also, so far as relates to the summary award of any punishments for offences, being punishments which under the provisions of His Majesty's Regulations an officer commanding a company, troop, or battery, is authorised to award, and so far as relates to a summary finding in a case of absence without leave, includes the officer commanding a company, troop, or battery."

Concealment of venereal disease.

462. In every unit there is to be an order directing that a soldier who is suffering from venereal disease, is to report himself sick without delay. This order will be read to the unit on parade at intervals not exceeding three months, care being taken that it is specially brought to the notice of all recruits on joining. Concealment of venereal disease will be dealt with under Section 11 of the Army Act, and not under Section 18 (3) or 40.

Arrest and Military Custody.

Duties of commander of guard as to delivery of the charge report.

463. Attention is directed to Section 45 (4) of the Army Act. If the account in writing therein mentioned, the charge report (A.F.—B 252), is not delivered at the time, a verbal report to the same effect is to be made. If the charge report is not received within twenty-four hours, the commander of the guard will either take steps for procuring it, or report that he has not received it to the officer to whom his guard report is furnished, who, if the charge report, or other evidence sufficient to justify the continued arrest, is not forthcoming, will, at the expiration of forty-eight hours from the time of committal, order the release of the person in custody. In order to comply with the provisions of Section 21 of the Army Act, the name and offence of every person received over in custody, and the rank and name of the person by whom he is charged, are to be entered by the commander of the guard in his guard report, and the original charge report, or a copy thereof, is to be forwarded to the C.O. of the person in custody.

Retention in confinement to be reported.

464. Attention is also directed to Section 45 (1) of the Army Act, and Rule of Procedure, No. 1. The report therein prescribed is to be made whether the person in custody is a patient in hospital or for whatever cause the case is not proceeded with. On the receipt of every such report the officer to whom application for trial will be submitted is to satisfy himself as to the necessity for the continuance of such person in military custody.

Military custody of officer or N.C.O.

465. Military custody in the case of an officer, warrant officer, or N.C.O. (not under sentence) usually means arrest, but an officer, warrant officer, or N.C.O. may, if circumstances require it, be placed for custody under the charge of a guard, piquet, patrol, or sentry, or of a provost-marshal.

Arrest of officer.

466. Arrest is either close arrest or open arrest. When arrest is not described as open arrest, it means close arrest. An officer under close arrest is not to leave his quarters or tent, except to take such exercise under supervision as the medical officer considers necessary. When under open arrest he may take exercise at stated periods within defined limits, which will usually be the precincts of the barracks or camp of his unit; these limits may be enlarged at the discretion of the O.C. on the spot. An officer under open arrest may, under strict orders as to his conduct, be directed to proceed from one station to another, or be permitted to leave his station for a particular purpose.

Restriction.

467. An officer under open arrest is not to use his own or any other mess premises. He is not to appear in any place of amusement or entertainment or at public assemblies, and he is never to appear outside his quarters or tent dressed otherwise than in uniform. An officer, when under arrest, will not wear sash, sword, belts, or spurs.

Release.

468. It is not desirable, except where it appears that the arrest has been made through error, that an officer should be released from arrest by the officer who ordered the arrest, without

the sanction of the highest authority to whom the case may have been referred.

469. An officer may be placed under arrest by a competent authority, without previous investigation, when circumstances so require; but a C.O. on receiving a complaint, or learning of circumstances tending to inculpate an officer, will not ordinarily place him under arrest until he has satisfied himself by inquiry that it will be necessary to proceed with the case, and report it to superior authority. He will invariably place under arrest an officer against whom he prefers charges. When an officer is placed under arrest, whether afterwards released or not, the C.O. will report the case without delay to the general or other senior officer responsible for discipline under whose command the unit may be.

When to be ordered.

470. An officer has no right to demand a court-martial upon himself, or, after he has been released by proper authority, to persist in considering himself under the restraint of arrest, or to refuse to return to his duty.

Officer under arrest cannot demand a court-martial. Arrest of warrant or N.C.O.

471. Para. 466 will also apply to a warrant officer or N.C.O., who will, if charged with a serious offence, be placed under arrest forthwith, but, if the offence alleged appears not to be serious, it may be investigated and disposed of without previous arrest. In cases where doubts exist whether the offence alleged has been committed arrest may be delayed, without prejudice to any subsequent proceedings.

472. If a barrack-warden commits an offence in garrison or barracks, the C.O. is at once to inform the officer i/c barracks of the circumstances of the case, placing the subordinate under arrest only when the interests of discipline so require. If the offence is serious, the officer to whom application for trial would be submitted will assemble a court of inquiry, and on receipt of the proceedings will determine whether to arraign the accused before a court-martial.

Offences by barrack-wardens.

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1906

If the action taken affects the barrack warden's position, or station, it will be reported to the War Office.

473. Military custody in the case of a private soldier (not under sentence) means placing him under either open or close arrest. A private soldier under open arrest will not quit barracks until his case has been disposed of. He will attend parades but (except under the circumstances mentioned in Para. 482) will not be detailed for duty. A soldier on being placed in close arrest will be put in confinement under charge of a guard, piquet, patrol, sentry, or provost-marshal, and will be searched and deprived of knives or other weapons. The accommodation usually available in barracks for the temporary confinement of soldiers in close arrest is the guard detention room, attached to a guard-room, and similar smaller rooms for the confinement of those who are to be kept apart.

Military custody of private soldier.

474. The keys of the guard detention rooms are to be in the charge of the commander of the guard.

475. A private soldier charged with a serious offence will be placed in arrest on the commission or discovery of the offence. He is not to be placed in close arrest for offences unaccompanied by drunkenness, violence, or insubordination, unless confinement is necessary to ensure his safe custody or for the maintenance of discipline.

476. A soldier in close arrest (not under sentence) may be committed, by an order signed by his C.O. on Form Q. (see Rules of Procedure, App. III) for temporary confinement for any period not exceeding seven days to any detention barrack, barrack detention room, police station, or lock-up.

Temporary confinement in lock-up, police station, &c.

Soldier confined by N.C.O.

477. A private soldier who disobeys an order distinctly given, or resists the authority of a N.C.O., is to be placed in close arrest without altercation, and the fact immediately reported to his company, &c., commander or to the adjutant. When a N.C.O. has to place a soldier in close arrest he will obtain the assistance of one or more privates to conduct the offender to the guard-room, and will himself avoid coming in contact with him. Except in cases of personal violence, or when on detached duties, a lance-corporal or acting bombardier with less than four years' service will not place a private soldier in close arrest, but will report the offence to the orderly-sergeant, who will act as the circumstances require.

For drunkenness.

478. A private soldier who is drunk is to be placed in close arrest alone if possible, in a guard detention room. He may be deprived of his boots, except when the weather is cold, and he is likely to suffer in consequence. He is to be visited and his condition ascertained at least every two hours by a N.C.O. of the guard and an escort. Should any symptoms of serious illness be observed, a medical officer is forthwith to be sent for. A soldier suspected of being drunk is not to be put through any drill or tested for the purpose of ascertaining his condition. A soldier charged with drunkenness is not to be brought before an officer for investigation of the charge until he is perfectly sober. For this purpose twenty-four hours should usually be allowed to elapse before the investigation.

Confession of desertion, or offence against enlistment.

479. When a soldier makes a confession of desertion, or of having committed an offence in relation to enlistment, and the investigation cannot immediately be completed, he need not be placed in arrest pending inquiry. But if at the time of the confession, or subsequently, he is charged with any offence, he may be placed in arrest and the investigation and trial may proceed for that offence independently of the confession.

Bedding and exercise of soldier in arrest.

480. A soldier in close arrest for trial by court-martial will be allowed his bedding up to the time of the promulgation of his sentence. A soldier in close arrest pending inquiry will be allowed the use of bedding if his arrest exceeds two days. In severe weather a soldier in close arrest may be allowed such bedding as is necessary. A soldier in close arrest is to take sufficient exercise, under supervision, for the preservation of his health.

Soldier in arrest to be deprived of his cap.

481. A soldier is to be deprived of his cap and of any articles he can use as missiles, during the investigation of offences and during his trial before any court.

Offender not to bear arms or do duty.

482. An offender while in arrest is not to be required to perform any duty, other than such duties as may be necessary to relieve him from the charge of any cash, stores, accounts, or office of which he may have charge, or for which he is responsible. If by error, or in emergency, he has been ordered to perform any duty, he is not thereby absolved from liability to be proceeded against for his offence. An offender when in arrest is not to bear arms, except by order of his C.O. in an emergency, or on the line of march, or in a detention barrack by order of the commandant for purposes of instruction, exercise, or practice.

Investigation of Charges.

Rules for investigation.

483. The investigation of charges will be carried into effect in the manner prescribed in the Rules of Procedure. Every officer who does not summarily dispose of a charge which he investigates will carefully avoid any expression of opinion as to the guilt or innocence of the person charged.

484. Every charge against a soldier will be investigated without delay in his presence. A soldier in arrest is to be disposed of daily (Sundays, Good Friday, and Christmas-day excepted), and, when practicable, in the morning before the principal parade. Entry and investigation of charges.

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1906

Every charge whether against a N.C.O. or soldier will be investigated in the first instance by the company, &c., commander, at his company orderly room, which is to be held at such an hour as will allow of a soldier reserved for disposal by the C.O. being ready to go before him at the appointed time.

A C.O. is authorised to grant a large measure of discretionary power to company, &c., commanders to dispose of any offence with which he himself may deal under para. 487, provided that the limits laid down in paras. 499 and 501 for company, &c., commanders are not exceeded.

485. Charges are to be entered as follows :—

- (i.) For offences of N.C.Os. and men confined in the guard-room, or of N.C.Os. reserved for disposal by the C.O., in the guard report, by the commander of the guard, or, where there is no guard, by the N.C.O. responsible for the custody of the soldiers in close arrest.
- (ii.) For offences of private soldiers not confined in the guard-room, A.F.—B 281, under the orders of the company, &c., commander.

A.O. 36
1906

If a charge against a private soldier, for which he has not been in close arrest, is reserved by the company, &c., commander for the C.O.'s award, the former officer will send the charge (A.F. B 252) for entry in the guard report, before the hour fixed for the disposal of soldiers in arrest by the C.O. If, on the other hand, a charge for which a private soldier has been in close arrest is disposed of by the company, &c., commander, that officer will report the fact to the orderly-room, and the entry "disposed of on A.F.—B 281" will be made in the punishment column of the guard report.

A company, &c., commander, who has reserved a case for the award of the C.O., will always attend with the company conduct book, when the soldier is brought before the C.O.

If a soldier is remanded for further inquiry, his case will be brought under review daily, and the order for remand will be entered daily in the guard report, or A.F.—B 281, by the investigating officer.

486. For awards by company, &c., commanders, copies of A.F. B 281 will be issued weekly to each company, &c. On the last day of each week these forms will be sent to the orderly room for supervision by the C.O., and will subsequently be attached to the guard report for that day. A C.O. may, however, exercise his discretion as to having A.F.—B 281 laid before him daily for review, should he, for any reason, consider it desirable. Entry of award.

487. A C.O. may, without reference to superior authority, dispose summarily of, or try by R.C.M., a soldier charged with an offence under the following Sections of the Army Act :—6, except on active service ; 8 (2) (threatening or insubordinate language only), except on active service ; 9 (2) except on active service ; 10 (except Sub-Section 1), 11, 14, 15, 18 (1), (3), 19, 20 (except when the act is wilful), 21, 22, 24, 27 (4), 33 (except cases of enlisting from army reserve), 34, and 40. First and less serious offences under the above sections, and minor neglects or omissions, not resulting from deliberate disregard of authority or not associated with graver offences, should, as a rule, be dealt with summarily. A charge Disposal of offender by C.O.

for any other offence which the C.O. desires to dispose of summarily, will be referred to superior authority in a letter stating the circumstances of the case, and accompanied by the soldier's conduct sheets. The C.O. may refer a charge for any offence to superior authority with an application for a D.C.M.

Dismissal of charge.

488. Except when it is important that the guilt or innocence of the accused should be definitely decided, it is undesirable to send a case before a court-martial when it appears doubtful whether the evidence will lead to a conviction. In such a case the charge should ordinarily be dismissed, under the provisions of the Army Act, Section 46.

Liability of soldier in respect of lapse of time.

489. Before proceeding with a case it is the duty of the C.O. to ascertain that the soldier is liable to be proceeded against, having regard to the limitations of time prescribed by the Army Act. For the purposes of exemption from trial under the Army Act, Section 161, a soldier is to be considered as having served in an exemplary manner if, at any time during his service since his fraudulent enlistment, he has had no entry in his regimental conduct sheet for a continuous period of three years.

Liability when evidence may be forthcoming in the future.

490. If, on the investigation of a charge, sufficient evidence is not forthcoming as to whether the accused has, or has not, committed the offence, and there is no opportunity of carrying the investigation further at the time, the accused, if the offence charged is serious, may be released from arrest, and ordered to do duty without prejudice to his re-arrest when further evidence is forthcoming and the matter can be further inquired into. If, however, the offence charged is not serious, and there is no probability of sufficient evidence being obtainable within a reasonable time, the case should be dismissed.

Disclosure of a further charge during investigation.

491. If, when a soldier is charged with one offence, another, the investigation of which cannot be immediately completed or proceeded with, comes to light, the investigation and trial in respect of the original offence may proceed independently, the charge for the other offence being dealt with as prescribed in para. 490.

Offence by soldier under sentence.

492. When a soldier already under sentence of court-martial is charged with an offence for which it is necessary to arraign him before a court-martial, the trial should take place at once.

Summary and Minor Punishments.

Summary punishments affecting pay.

493. A C.O. may, subject to the soldier's right to elect, previous to the award, to be tried by D.C.M., inflict the following summary punishments on a private soldier :—

(i.) Detention, not exceeding fourteen days ; but the power of awarding detention exceeding seven days, except in cases of absence without leave, will not be exercised by a C.O. under the rank of field officer. In the case of absence without leave exceeding seven days, the detention may be extended to the same number of days as the days of absence, not exceeding 21 days in the whole, but if the absence does not exceed seven days, detention can only be awarded up to seven days.

(ii.) In the case of drunkenness, a fine not exceeding ten shillings, as to which see para. 512.

(iii.) Any deduction from ordinary pay allowed to be made by a C.O. by Section 138, subsection 4 or 6, of the Army Act.

A C.O. may also inflict the following minor punishments on a N.C.O. or man [(vi.) and (vii.) only being applicable to N.C.Os., and (iv.), (v.) and (vii.) to private soldiers], the soldier having no right to claim trial by court-martial :—

Minor punishments.

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King's
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King's
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(iv.) Confinement to barracks for any period not exceeding fourteen days, during which defaulters will be required to answer to their names at uncertain hours throughout the day, and will be employed on fatigue duties to the fullest practicable extent, with a view to relieving well-conducted soldiers therefrom. Defaulters will attend parades, and take all duties in regular turn. When the fatigue duties required are not sufficient to keep the defaulters fully employed, the C.O. may order them to attend punishment drill, provided that they shall not be liable to punishment drill after the expiration of 10 days from the date of the award of confinement to barracks. Confinement to barracks in the case of the R.A.M.C. or of the fixed hospital establishment of non-Europeans abroad, will not carry with it punishment drill if awarded to men actually at the time doing duty in hospital.

(v.) Extra guards or piquets; these are only to be ordered as a punishment for minor offences or irregularities when on, or parading for, these duties.

(vi.) Reprimand or severe reprimand.

(vii.) Admonition.

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Army Act,
Section
46 (9).

494. The punishments laid down in para. 493 (i.) to (v.), may be awarded severally or conjointly, subject to:—

Provisions
to be
observed.

(i.) When detention exceeding seven days is awarded, a minor punishment must not be given in addition.

(ii.) Any award of detention, up to seven days inclusive, will be in hours; if exceeding seven days, in days.

(iii.) When an award includes detention and a minor punishment, the latter will take effect at the termination of the detention.

(iv.) A single award of punishment, including detention and confinement to barracks, will not exceed fourteen days, except in cases of award of detention exceeding that period for absence without leave.

(v.) A soldier undergoing detention or confinement to barracks may, for a fresh offence, be awarded further detention or a minor punishment or both. In the case of detention it will commence from the date of award; in that of a minor punishment, from the termination of the previous award, provided that no soldier shall be awarded detention by summary award for more than fourteen consecutive days (except for absence without leave), and that the whole extent of consecutive punishment, including detention and confinement to barracks, shall not exceed twenty-eight days in the aggregate.

(vi.) A defaulter is not required to undergo any punishment drill or confinement to barracks which may have lapsed by reason of his being in hospital or under sentence or employed on duty.

495. In the case of absence without leave the C.O. will not make an award of forfeiture of pay, but will inform the soldier of the number of days' pay he forfeits under the Pay Warrant.

Absence
without
leave.

This forfeiture applies also to a warrant officer or N.C.O. of any rank, and in all cases involving such forfeiture a soldier has the right, under Section 46 (8) of the Army Act, to elect to be tried by D.C.M.

496. Unless there are reasons against the adoption of such a course, a soldier shall, on the following day, be given an opportunity of reconsidering his decision to be tried by court-martial.

Opportunity
for recon-
sideration.

497. In dealing with simple drunkenness unconnected with another offence, confinement to barracks should only be added to a fine when the circumstances are such as to increase its gravity. Detention should never be awarded for an instance of drunken-

Punish-
ment for
simple
drunken-
ness.

ness not triable by court-martial, except when the amount of unpaid fines for drunkenness recorded against a soldier is 20s. and upwards, in which case a C.O. should substitute detention or some other punishment which it is in his power to award.

Punishment drill.

498. Punishment drill is not to exceed one hour at a time, and is to consist of marching in quick time only and not of instruction drill. It will not be carried out on Sundays. In very cold weather the double time may be used for short periods.

It will be carried out in marching order, and will consist in the cavalry and mounted corps of two hours' drill per diem. In the infantry and dismounted corps it will never exceed four hours altogether in one day. It is to be carried on in the barrack yard or drill ground. When regiments or detachments are in billets their defaulters are to be marched out under a N.C.O. on one of the roads for the prescribed period, and are not to be drilled in the streets. Punishment drill is not to be carried on after retreat unless the brigade commander is of opinion that it is expedient to do so, in which case he may sanction exceptions.

Reprimand, admonition, and reversion from acting appointments.

499. A N.C.O., including an acting N.C.O., is not to be subjected to summary or minor punishments, except under para. 493 (vi.) and (vii.), nor punished by being placed in any lower position on the list of his rank. A N.C.O. below the rank of serjeant (or the appointment of lance-serjeant) may be admonished or reprimanded, but not severely reprimanded by the company, &c., commander. An acting or lance N.C.O. may be ordered by a C.O. to revert to his permanent grade, but is not liable to a summary or minor punishment in addition.

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System of punishment.

500. An officer is not to introduce or adopt any system of punishment which is in any respect at variance with these regulations.

Power of company, etc., commander.

501. A company, &c. commander may award a private soldier punishment not exceeding seven days' confinement to barracks for minor offences, extra guards and pickets, fines for drunkenness, and he may deal with cases of absence without leave, where pay is automatically forfeited under the conditions specified in the first part of para. 495, and may award any punishment within his ordinary powers for such absence. In the case of an officer of less than three years' service, the above power may be limited by the C.O. to an award of three days' confinement to barracks. Any such awards will be subject to any remission the C.O. may order, but cannot be increased.

Absence without leave.

502. In dealing summarily with cases of absence without leave, a C.O. will have regard to the place of the soldier's surrender or apprehension, the circumstances of his absence, and the period passed in custody. Absence without leave will be reckoned to terminate when the soldier is taken into custody, and in awarding punishment the C.O. should make allowance for any unusual delay in the disposal of the case.

Notifying in regimental orders name of man absent without leave.

503. The name of a man absent without leave will be notified in regimental orders as follows:—

- (i.) If absent from 1 to 20 days—the name will appear on the day following the day of rejoining.
- (ii.) If absent for 21 consecutive days—the name will appear on the 22nd day.
- (iii.) If absent on the last day of a month—the name will appear on the first day of the next month, but all such

orders will be included in the A.F.—O 1810 for the month in which the absence commenced.

504. A soldier convicted of an offence under the Army Act and admitted to hospital on account of any illness certified by the medical officer to have been caused by such offence, forfeits the whole of his pay while in hospital. See Pay Warrant. An officer who has disposed of any offence on account of which the soldier may have been admitted into hospital will at once communicate with the medical officer, who will furnish the certificate on A.F.—O 1644. Admission to hospital caused by offences.

505. Where there are grounds for believing that a soldier has been admitted into hospital for disability in consequence of an offence under the Army Act, the C.O. will make a preliminary inquiry into the case, and acquaint the medical officer of the result in order that the latter may give or refuse the certificate on the soldier's discharge from hospital. The medical officer must attend the investigation of the offence, whether before a court-martial or the C.O., and give evidence in substantiation of the facts contained in his certificate. The certificate alone is not sufficient.

A.O. 82
1906 | 508. When a N.C.O. is convicted by the civil power of any offence, the case is to be reported to an officer not below the rank of brigadier-general. Should he consider it desirable to recommend the reduction of the offender, the matter will be reported to superior authority for transmission to the War Office. Report on conviction of N.C.O. by civil power.

A.O. 82
1906 | 507. A C.O. has no power to alter the record in the conduct books of a punishment awarded after the punishment has been completed. If it appears to an officer not below the rank of brigadier-general that any punishment awarded by a C.O. was illegal or excessive, he may, at his discretion, within two years of the date of the award, direct either that it be cancelled, and the entry in the conduct books expunged, or that the punishment be reduced. After a period of two years has elapsed from the date of award, such cases will be referred for decision to the Army Council. Illegal or excessive punishment.

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Infy.
99

Drunkenness.

508. A private soldier will be dealt with for drunkenness under Section 46 of the Army Act. In disposing of such offences, the following rules will be observed. Disposal of cases.

Army Act,
Section
46 (3). | 509. A private soldier is not to be tried by court-martial for an act of simple drunkenness—that is to say, an act of drunkenness committed when not on active service, when the soldier was not on duty, and had not been warned for duty, nor had by reason of the drunkenness rendered himself unfit for duty—unless four instances of drunkenness have been recorded against him within the twelve months preceding the date of the offence under disposal, or unless he has elected to be tried rather than be awarded fine or detention by his C.O. When trial may be ordered.

510. Drunkenness on duty includes drunkenness on parade and on the line of march, and drunkenness on the line of march includes drunkenness during the whole period between the date of departure and the date of arrival at destination. Drunkenness on duty.

511. When a private soldier commits the offence of simple drunkenness in connection with a more serious offence for which he is to be tried by court-martial, he should not be charged with drunkenness before the court-martial, unless he is liable to trial and the C.O. considers it a case which should be tried; but, as a record of the drunkenness, the C.O. will, when a charge of drunkenness is not preferred in such cases before the court-

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martial, make an entry of the offence, either imposing a fine, if the soldier is liable thereto, or making the following note in the punishment column:—"No punishment; awaiting trial on another charge." If an entry of the court-martial is subsequently made, the above entry will be bracketed with it, and will not be considered a separate entry.

512. In computing fines for drunkenness the following rules should be observed:—

- (i.) For the first instance during a soldier's service, no fine.
- (ii.)—(a) For the second offence, 2s. 6d.
(b) For the third and every subsequent offence, 5s., but if the third or subsequent offence occurs within six months of the preceding offence, 7s. 6d., and if within three months, 10s.
- (iii.) A soldier should not be fined for drunkenness when the unpaid fines amount to 20 shillings.
- (iv.) On mobilization, or when men are re-transferred to the colours from the reserve, cases of drunkenness recorded against them before transfer to the reserve will not be taken into account in computing the fines for further instances of that offence after they rejoin the colours.
- (v.) In colonial corps the fines to be levied will be one-half the amounts above specified.

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shillings
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513. A fine which cannot be recovered from a soldier's pay is not to be recovered from any other source while he remains in army service. Subject to this regulation, the daily deduction on account of a fine or fines recorded against a soldier will be limited only by the provisions of the Army Act and the Financial Instructions as to the residue that should be paid to him.

Desertion and Offences against Enlistment.

514. As soon as it is known that a soldier has absented himself without leave, an inventory of his equipment, clothing and regimental necessaries is to be at once taken and arrangements made for their safe custody.

A C.O. at home or abroad is to transmit to the editor of the Police Gazette, New Scotland Yard, London, S.W., a descriptive report, on A.F.—B 124, of every deserter or absentee without leave, giving particulars of the man's height, age, &c., at the time of his absentsing himself, and the fullest information possible, in order that the same may be inserted in the Police Gazette, which paper is sent to the headquarters of every regiment, battalion, and depôt at home. When there is good ground for supposing an absentee to have deserted, the report should be rendered within 24 hours after his absence has been discovered, but in no case should it be delayed beyond five days. Up to 21 days the man should not be returned as a deserter, unless there is ground for supposing that he has deserted. After 21 days, every absentee without leave should, pending investigation, be considered as a deserter. In the case of a recruit who absconds *en route* to join, a note should be made of this fact on the report. The postage on reports transmitted to the editor of the Police Gazette should not be prepaid, but they should be franked by the C.O., in the left-hand corner of the address.

515. A copy of the report is also to be transmitted to the police of the locality in which the offence has taken place, and to the O.C. the depôt, in or near which the man deserted. Similar

Scale of
fines for
drunken-
ness.

Recovery
of fines.

Descriptive
reports of
deserter.

Duplicate
reports.

reports should be sent to the police of the place to which it is supposed the deserter or absentee may have proceeded, and elsewhere, as the C.O. may consider desirable.

516. When a soldier, who has been advertised in the Police Gazette as a deserter or absentee without leave, rejoins, or ceases to be liable to apprehension, the C.O. will immediately so inform the editor, quoting the date of the Gazette, and the "Office No." of the entry.

Notification of return.

517. When a person not serving as a soldier is apprehended on suspicion of being a deserter from the army—in pursuance either of information laid against him, or of his own confession—he is to be proceeded against in accordance with Section 154 of the Army Act. If, however, a deserter surrenders himself to any portion of his own corps, and evidence as to identity is immediately available, he may be at once taken into military custody, and the C.O. is forthwith to proceed against the man. If a man in the uniform of a soldier surrenders himself at a military station as a deserter or absentee without leave, and there is ground for supposing that his confession is true, he may, if the officer in command thinks proper, be detained in military custody pending inquiry as to the truth of his confession, a written confession being obtained from the man. If the confession is true, he will be removed under an escort to be despatched by his unit, or, if an absentee without leave, he may, on the authority of the C.O. of his unit, be provided with a warrant and despatched to his corps without escort. If the confession is false, he may be proceeded against before the civil power under Section 152 of the Army Act. If there is not ground for supposing that a person so surrendering himself is a deserter or absentee without leave, he will be at once handed over to the civil power. In no other cases than those mentioned in this para. is a person not serving as a soldier to be taken into military custody—except for the purpose of being brought forthwith before a court of summary jurisdiction—until he has been duly committed by a magistrate, and delivered into military custody.

Disposal of person not serving as soldier apprehended or surrendering as deserter.

518. When a committed deserter is not claimed for service as a soldier, a protecting certificate (A.F.—B 129) will be issued by a brigade commander, subject to para. 519.

Use of protecting certificate.

519. At a station abroad, when there is no doubt as to the identity of the soldier, he should be removed as soon as possible to his unit, if serving at the station, and there dealt with for his offence; but if, where a person in custody has been committed as a deserter on his own confession, the confession is false, and evidence to prove the falsity is available, he should not be removed from prison, but be proceeded against under Section 152 of the Army Act. Where the confession appears to be true, but no sufficient evidence is immediately available, the officer having power to convene a court-martial to try the case may, at his discretion, (i) order the man to serve as a soldier with some corps at the station, until evidence can be obtained; or (ii.) send him to his corps under arrest; or (iii.) if he is unfit for service as a soldier, or if for any other cause it is undesirable to retain him as a soldier, furnish him with a protecting certificate (A.F.—B 129), and discharge him from custody. But in case (iii.) the decision must be arrived at either before the person committed is taken over into military custody, or at the latest before he performs military duty as a soldier. A medical examination should therefore, when possible, be made before receiving over the person, in order that the O.C. may be fully informed of the case.

Special instructions for disposal of deserter at stations abroad.

Committed deserter not taken over.

520. If a soldier committed as a deserter abroad cannot conveniently be taken over into military custody by reason of the distance of the place of committal from a military station, or when the committal has been ordered on the soldier's confession, by reason of the delay that must necessarily take place in procuring evidence of the truth of the confession, the general commanding may take steps to cause him to be discharged from custody without a protecting certificate, and consequently without prejudice to his subsequent apprehension.

Soldier discovered to have improperly entered or re-entered the army.

521. When a soldier, while serving, is discovered, either by his own confession or otherwise, to have entered the army while belonging to or after having been discharged from His Majesty's service, under the circumstances hereinafter described, the C.O. of the unit in which the soldier is serving will, after recording, on A.F.—B 123, the prescribed particulars of his present service, forward such form :—

Cavalry and infantry.

If the former service was—

Others.

(i.) In the cavalry or infantry, if the unit is at home—to the O.C. the unit; if abroad—to the officer i/c records.

(ii.) In the R.A., R.E., A.S.C., R.A.M.C., A.V.C., A.O.C., or Army Pay Corps to the officer i/c records.

(iii.) In His Majesty's Indian forces—to the proper authority in India.

(iv.) In any other portion of His Majesty's regular forces—to the War Office.

Army reserve.

(v.) If the soldier had passed into the army reserve—to the officer i/c records.

Royal Navy or Marines.

(vi.) If the soldier has been discharged from the Royal Marines—to the deputy-adjutant-general, Royal Marines, requesting that the necessary information may be furnished.

(vii.) If the soldier still belongs to the Royal Marines, the Royal Navy, or Royal Naval Reserve—to the secretary to the Admiralty, asking whether it is desired to claim him.

(viii.) If the soldier has been discharged from the Royal Navy or Royal Naval Reserve—to the secretary to the Admiralty, requesting that the necessary information may be furnished.

Completion of return.

An officer receiving A.F.—B 123, after filling in the required particulars and adding any observations he may desire to make, will return the form to the officer from whom he received it.

Submission for decision if formerly belonging to the regular forces.

522. The C.O. of the soldier's present unit, on completion of the necessary evidence, will deal with the case as follows :—

(i.) If at the time of his enlistment the soldier belonged to the regular forces (except Royal Marines)—

At home.—The C.O. will submit the case to the officer having power to try the case by D.C.M. who will dispose of it, deciding in which corps the man shall serve.

Abroad.—When both corps, or portions of both corps, are serving in the same command, the case will be submitted to the brigade commander, when not below the rank of brigadier-general, who will use his discretion as to the corps in which the soldier is to serve. If no portion of the former corps is serving at the station, the soldier will be retained in his present corps.

The considerations to which regard should be given in deciding each case, are :—(a) character and length of service in former and in present corps; (b) the requirements as regards recruits in the different arms; (c) the special requirements as regards training

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in the different arms, departments, and corps; (d) whether desertion from a particular corps requires to be checked by relegating men who illegally absent themselves from that corps.

- (ii.) If the soldier belongs or belonged to the Royal Navy, Royal Marines, or Royal Naval Reserve, he will, in all cases, be retained for service in his present corps, unless an intimation is received from the Admiralty, on the return of A.F.—B 123, that it is desired to claim him for further service, in which case the officer disposing of the case will give the necessary orders.

Navy and
Marines.

- (iii.) If the soldier belonged to the army reserve—

At home.—The officer having power to try the case by D.C.M. will dispose of the case. If a court-martial is ordered, it will be dealt with under Section 33 of the Army Act. Whether punished or not, the man will be relegated to the army reserve, unless the officer having power to try the case by D.C.M. authorizes his being held to army service on his last attestation.

Army
reserve.

Abroad.—After disposing of the case, the general officer will, in all cases, direct the man to be retained for service in his present corps on his last attestation.

In all cases, both at home and abroad, a report of the disposal of the case, giving particulars of the class and section to which the man belonged, the regiment in which he served before transfer to the reserve, the date of re-entry into the service, and the date of his being relegated to the reserve, or held to army service, will be made by the C.O. of the unit in which the man has been serving, to the officer i/c records of his previous corps, who will notify the accountant by whom the man was paid while in the reserve.

Report to
officer
paying
reserve.

When a man of the army reserve is sentenced to imprisonment or detention, and is to be relegated to the reserve, the C.O. will inform the governor of the prison or the commandant of the detention barrack to which he is committed of the corps in which he served before his transfer to the reserve, and the pay district to which he belonged.

Imprison-
ment or
detention.

Relegation to the reserve will take effect from the date of commitment if the man is tried and sentenced to imprisonment or detention, otherwise from the date of the order of the officer having power to convene a D.C.M. to dispose of the case.

Relegation
to the
reserve.

- (iv.) If the soldier belonged to the militia, and the C.O. of the militia unit has furnished the prescribed certificate (see para. 530), the C.O. of the man's present unit will dispose of the case by an order under para. 529. If the soldier was a member of the permanent staff, he will be dealt with as if he formerly belonged to the regular forces.

Militia.

- (v.) If the soldier has improperly entered or re-entered the army under any other conditions than those above mentioned, the case will, except as laid down in para. 390 (vii), be disposed of on its merits, and, if trial be ordered, will be dealt with under Sections 32, 33, or 99 of the Army Act. When the soldier's discharge is to be carried out in consequence of his offence, cases of false answer should, as a rule, be dealt with by the civil power instead of by court-martial, if such a course can be adopted without expense to the public; proceedings before the civil power cannot, however, be instituted if more than six months have elapsed since the date of the offence.

If re-entered
under other
conditions.

Exemption earned by exemplary service.

523. When exemption from trial on a charge of fraudulent enlistment has been earned by exemplary service in any corps, the C.O. of that corps will be held responsible for notifying the fact to the soldier's previous corps.

Proceedings for false answer.

524. When it is decided to try a soldier for making a false answer on attestation (other than in relation to any former service or discharge) he should be dealt with by court-martial if he is to be retained in the service; but if ordered to be discharged, the rule prescribed in the latter part of para. 522 (v) will be followed.

Attestation on which to serve.

525. When a soldier is held to serve in his present corps, he will serve on his last attestation. If he is relegated to his former corps he will serve on his former attestation.

In which corps to be tried.

526. As a general rule, a soldier who has fraudulently enlisted will be tried in his present corps, and arraigned as belonging thereto, and the necessary evidence will be obtained from his former corps. If he has fraudulently enlisted in the militia or reserve forces he will be sent back to, and be dealt with as a soldier of, his former corps.

Relegation to former corps.

527. When it is decided that a soldier who has fraudulently enlisted is to be relegated to his former corps after punishment, the C.O. of the unit in which he is serving will forward his transfer documents, and communicate the result of the trial, and particulars as to place of confinement and expiration of imprisonment or detention, to the authority referred to in para. 521, sub-para. (i.), (ii.), (iv.), who will arrange for the removal of the man at the expiration of his sentence. The relegation to the former corps will take effect from the date of committal.

Notification of disposal of soldier.

528. The C.O. of the unit to which a soldier may be relegated, or, if the relegation be not ordered, the C.O. of the unit in which the soldier is serving, will communicate to any units in which such soldier may have previously served, and also to the officer i/c records concerned, the result of the trial, or the manner in which his case has been disposed of. The C.Os. of such units will note this information in A.B. 87.

Soldier discovered while serving to belong to the Militia.

529. When a militiaman is found to be serving in the regular forces without having previously obtained a release from his militia engagement he will, except in special cases to be decided by an officer not below the rank of brigadier-general in, or under, whose command the soldier is serving, be retained for service in the army, and required to make good, as compensation for the loss occasioned by his offence, the amounts laid down in the Pay Warrant.

Certificate as to release.

530. The C.O. of the militia unit will furnish the C.O. of the unit in which the man is serving with a duplicate of his militia attestation, and the following certificate:—

I hereby certify that No. _____ a Militia man, has not been released from his engagement to serve in the _____ . He is liable to repay the sum of _____ as compensation for the loss occasioned by his enlistment into the regular forces. I have no objection to his being retained to serve in His Majesty's army. He was [not] subject to military law at the time of his enlistment into the regular forces.

Commanding.

Trial may be dispensed with.

531. In cases referred to in paras. 529 and 530, in which there is no objection to the retention of the man in the army, the C.O. is empowered to dispose of the case without punishment, and the required stoppages will be imposed as directed in para. 529. The

soldier will thereafter be treated in respect of his service under his army attestation as if at the time of his enlistment into the regular forces he had been duly released from his militia engagement.

532. At home the regulations laid down in paras. 533 to 540 will be observed in respect of an escort despatched for deserters, which will invariably take with it the route issued for the journey. Abroad, a similar procedure will be followed, as nearly as circumstances admit.

Escort for deserter.

533. When a notification is received on A.F.—O 1618 that a person apprehended on suspicion of being a deserter has been committed to prison to await an escort, a C.O. will, where the man named is traced as being illegally absent, and evidence as to identity is available, despatch an escort (consisting if possible of soldiers capable of identifying the deserter) to bring the deserter back should he be identified. A "deserter route" will be filled in for this service, and must be taken by the N.C.O. detailed for the duty as the authority to receive the deserter or absentee. If it appears to the C.O. that the person is not an absentee without leave or a deserter from the unit under his command, he will so inform the magistrate or the governor of the prison, as the case may be, the latter being at the same time requested to release the man from custody. In cases where the man admits the offence and there is documentary evidence as to his desertion, he may be taken over into military custody, notwithstanding that there are no witnesses to identify him, pending instructions from the officer not below the rank of brigadier-general having power to deal with the case by D.C.M. (which should be applied for), as to his being held to serve under Section 73 of the Army Act. If the person is an absconded recruit who has not joined his unit, the descriptive return will be transmitted immediately to the War Office with an intimation to that effect. When the person is identified and received into military custody, the descriptive return will be retained by the unit concerned, the reward for the apprehension and the attendant expenses, if any, being dealt with as provided in the Pay Warrant, the Militia Regulations, the Yeomanry Regulations, and the Allowance Regulations.

Procedure of receiving notification from civil power.

534. When a notification is received from the police that an alleged deserter is to be brought before a court of summary jurisdiction for disposal, a C.O. will, if the man can be traced as a deserter or absentee (not an absconded recruit) from the unit, despatch an escort with a view to the alleged deserter being, if identified, taken over at the court, instead of being committed to prison; if an escort can be sent so as to be at the court before the case is disposed of, the police should be notified by telegraph that an escort is being sent. In such cases the N.C.O. of the escort will be instructed to obtain A.F.—O 1618 before leaving the court.

535. In cases where the deserter is to be taken over at the police court, the deserter route, A.F.—O 1797 should be altered as required.

536. An escort proceeding to receive over from civil custody a deserter, or absentee without leave, will be provided with an order (Form T of A.F.—O 1797) for the removal of the man. The order will be given up to the governor, magistrate, police officer, or chief officer of the prison. When a deserter route is issued, this order, which forms part of it, will be detached and similarly given up on taking over the deserter or absentee.

Order for removal.

Identity of deserter and his necessities.

537. The commander of each escort is required to compare the deserter and his necessities with the description and account inserted on the route, as he is responsible for the identity of the person committed to his charge, and liable to punishment for suffering the necessities of the deserter to be misused or made away with on the road.

Necessaries to be supplied.

538. Such necessities as the deserter may absolutely require, and which are not amongst the articles left behind by him, not exceeding, however, one shirt, one pair of boots or shoes, and one pair of socks, will be provided under the orders of the C.O. of the corps furnishing the escort, and the charge for the same will be defrayed by the O.C. the company, &c., to which the man belongs, and will be subsequently included in the deserter's accounts.

Identification in special cases.

539. In cases where identification is necessary, and it appears to a C.O. doubtful if the deserter should be conveyed to the regimental headquarters, he will make an immediate report to the brigade commander with a view to special instructions being given.

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Person not identified.

540. An escort will not take over into custody a person who is not identified as the deserter in question. If the person has not yet been committed, and it appears to the witness that the person has made a false confession, the fact should be stated to the magistrate with a view to the punishment of the person under Section 152 of the Army Act. If the person has already been committed, the commander of the escort will report the circumstance to the governor of the gaol and to the nearest military authority with a view to action being taken for the prosecution of the offender by the police.

Dispensation from trial for desertion or fraudulent enlistment.

541. When a soldier has been committed as a deserter under the Army Act, Section 154, and has signed the confession contained in the form of committal to the effect that he is a deserter, or when a soldier while serving has signed a confession that he has been guilty of fraudulent enlistment (Section 13 of the Army Act), and it is not considered desirable that the soldier should be tried for his offence, application will be made to an officer not below the rank of brigadier-general, in, or under whose command the soldier is serving, who may dispense with the soldier's trial by court-martial for desertion or fraudulent enlistment, and make an order as to forfeitures.

Forms of confession, desertion and fraudulent enlistment.

542. A copy of the committal or the confession should accompany the application, and whenever possible, evidence as to the truth of the confession should have been previously obtained. Where a soldier has not signed a confession before a magistrate, the following forms may be used :—

Form of Confession of Desertion.

I [Here insert name] do hereby
confess that I am No. of the
and that I deserted from that corps on
[any other
particulars to be added]. Signed this day of

(Signature of soldier.)

(Signature of Commanding Officer.)

NOTE.—Where the soldier confesses to more than one offence of desertion the form may be varied to suit the case.

Form of Confession of Fraudulent Enlistment.

the _____, now being No. _____ of the _____
corps, do hereby confess that I was No. _____ in
the _____ corps, that I absented myself from that corps
on _____, and that I fraudulently enlisted in the regular
forces on the _____ day of _____ at _____.

Signed this day of
 (Signature of soldier.)

(Signature of commanding officer.)

NOTE.—Where the soldier confesses to more than one offence of fraudulent enlistment the form may be varied to suit the case. If the confession includes both desertion and fraudulent enlistment both the above forms may be combined in one form of confession.

543. If the application for dispensing with trial in case of desertion or fraudulent enlistment is approved, A.F.—A 46 will be used. An order on A.F.—A 46 is a disposal of the case, and it is therefore illegal for a C.O. to award any punishment in addition.

544. The soldier's confession and the order dispensing with trial, or copies thereof, will be preserved with the attestation, and an entry of the order dispensing with trial will be made in the conduct sheets as if the soldier had been convicted by court-martial of his offence.

Confession and order to be preserved with record of service.

This entry will be shown upon page 3 of A.F.—B 296 at any subsequent trial.

545. The following course will be pursued when it may become necessary to take action in Scotland before a civil tribunal in cases of desertion and fraudulent or unlawful enlistment under the following Acts:—The Army Act (44 and 45 Vic., c. 58), the Reserve Forces Act, 1882 (45 and 46 Vic., c. 48), and the Militia Act, 1882 (45 and 46 Vic., c. 49). In all ordinary cases the prosecution will be undertaken in the sheriff's court, or before the magistrates of the burgh within whose jurisdiction the case occurs, under the orders of the soldier's C.O., the complaint being made to the sheriff or magistrates, as the case may be, on A. F.—A 40. Prosecutions of this kind will not be brought in the justice of the peace court. In cases of a grave or difficult nature, or where the offender is a civilian, the case will be reported through the G.O.C.-in-C. to the lord advocate, in order that the prosecution may be undertaken by the sheriff court fiscal of the district under his instructions.

546. In undertaking prosecutions for military offences before courts of petty sessions in Ireland, the military authorities will apply in each case to the serjeant in charge of the Royal Irish Constabulary barrack nearest the court in which the prosecution is to take place for the necessary stamps, which will be supplied without cost, giving the name and description of the defendant, and a statement of his alleged offence.

COURTS-MARTIAL.

General Instructions.

547. Under the Army Act, the jurisdiction of courts-martial in respect of the trial of different offences is unrestricted, and it will be observed that, except where a particular course is prescribed by the regulations, it is not imperative to try any offence by court-martial.

Power of superior officer.

548. A superior officer to whom a case is referred may deal with it as follows:—

- (i.) He may refer the case to a superior officer ; or
- (ii.) He may direct the disposal of the case summarily, or by R.C.M. ; or
- (iii.) If he has power to convene a D.C.M., he may convene a D.C.M. to try it ; or
- (iv.) If he has power to convene a G.C.M., he may convene either a G.C.M. or D.C.M. to try it.

Definition of superior officer.

549. The officer referred to in para. 548 as "a superior officer" is not more clearly defined, as his position and rank depend upon the varying conditions of service. It rests with the G.O.C.-in-C. to determine to whom charges should be referred which cannot be disposed of without reference to higher authority, and he may, if he thinks fit, reserve such cases, either wholly or in part, for his own consideration.

Power in case of emergency.

550. When an officer to whom a charge is submitted is of opinion that delay is inexpedient, he may dispose of the case without any reference to higher authority. In such case he must immediately report his action, and his reasons for it, to the officer to whom he would otherwise have referred the case.

Validity of unauthorised proceedings.

551. If a soldier has been tried by an inferior court without the authority herein prescribed, the validity of the proceeding is not affected thereby, and the conviction, if otherwise sustainable, will hold good (*see* para. 438).

When recourse should be had to superior court.

552. In deciding as to the description of court before which a charge shall be tried, general and other officers in superior command will bear in mind that there are few offences which cannot effectually be dealt with by D.C.M. In cases, however, of very aggravated offences, when the state of discipline in a district, garrison, or corps, renders a serious example expedient, or when the offender bears a bad character, a G.C.M. may be convened.

Previous character of soldiers to be produced at trial for offences against enlistment.

553. When a soldier is to be tried for an offence in relation to enlistment, the particulars of his character and of former convictions when serving under previous attestations will be obtained, both for the information of the convening officer and for the purpose of being given in evidence before the court-martial. Civil convictions for offences while in a state of absence or desertion should be given in evidence after the finding. When inquiry has been made on A.F.—B 123, this document will, if not handed in by the prosecutor in ordinary course, be attached to the summary of evidence. Trial should not be unduly delayed if difficulty occurs in procuring documents in relation to any previous service which can be dispensed with.

Offences against superior.

554. In the case of offences against a superior, an offence having relation to the office held by the superior is of greater gravity than an offence against the individual apart from the duties of his office, and, especially in the less serious classes of this offence, the lower the rank of the superior officer against whom the offence is committed, the less will usually be the gravity of the offence.

White flag.

555. Any officer or soldier who, when in the presence of the enemy, displays a white flag, or other token of surrender, will be tried by G.C.M. Charges will be framed under Section 40 of the Army Act.

Crime of theft.

556. Theft from a comrade should, unless there are peculiarly complicated circumstances, be dealt with by court-martial in preference to trial by the civil power, and the charge is to be framed under Section 18 (4) Army Act. Where there is no evidence of theft,

and a soldier is charged with improper possession of a comrade's property, the charge is to be laid under Section 40.

557. When a pay serjeant is unable to account satisfactorily for public money entrusted to him, and it is proposed to try him by court-martial for an offence involving fraud, under Section 17 or 18 of the Army Act, if there is any reasonable ground for believing that the deficiency may have been the result of negligence only, an alternative charge under Section 40 of the Army Act should be added to the charge sheet, the particulars of which should contain the allegation that he so negligently performed his duties as to cause a loss to the public of the sum unaccounted for.

Charges against pay serjeant.

558. When an officer of the rank of captain is not available as president of a D.C.M., the power of convening the court should not be exercised except when such a course is absolutely necessary, and when the case cannot conveniently be referred to an officer holding a superior command.

559. The proper authority to convene a R.C.M. is the C.O. of the person charged, and although an officer who is authorized to convene a G.C.M. or a D.C.M., or an officer in command of a mixed force, has this power, he should, when he orders a case to be disposed of by R.C.M., direct the C.O. to convene the court instead of convening it himself, unless the C.O. is unable to form a court from the officers under his command.

R.C.M.

560. In framing charges for offences in the cases of soldiers employed in taking care of horses and stables, it will be borne in mind that the sections of the Army Act referring to sentries do not apply to "stablemen," which expression applies only when the orders regarding the posting and relief of sentries are not strictly carried out; but when a soldier of a stable guard or piquet is posted over horses or otherwise as a sentry, and is regularly relieved as such, he is to be regarded in every respect as a sentry, notwithstanding that he may have been posted without arms.

Offences of stablemen and stable sentry.

561. When a soldier is to be tried by court-martial for an offence under Section 13 of the Army Act, and the evidence appears to disclose that by committing such offence he has obtained a free kit to which he was not entitled, the words "thereby obtaining a free kit, value . . ." should be added to the particulars of the charge, the value being assessed according to the Clothing Regulations. If the soldier is convicted of the offence, the court, after satisfying themselves that compensation for such free kit is due to the public, should invariably award a sentence of stoppages for the value thereof as stated in the charge.

Court-martial stoppages.

562. In framing charges under Section 24 of the Army Act the following rule will be observed:—

Framing charges under Section 24.

In the absence of evidence of some positive act of pawning or selling arms, equipment, clothing, &c., a charge of "making away with" should not be preferred. When, therefore, articles of this description are found to be deficient through the culpability of a soldier under the above conditions, it will be sufficient to prefer a charge under Sub-section (2).

563. The value of any article in respect of which it is desired that the court shall sentence the offender to stoppages should be stated in the "particulars" of the charge and proved in evidence. This applies only to articles the value of which has to be made good to the public. Except as provided in para. 561, it will be unnecessary to set forth the values of necessaries and personal clothing that are the property of the soldier, the specification of which is required only to acquaint the soldier with the particular

Value to be stated on charge.

articles he is charged with making away with, or losing by neglect, and to enable him to answer to the charge. Any deficiency of necessaries and personal clothing (except as provided in the Clothing Regulations for returned deserters), has to be made good by the soldier as a matter of account between him and his captain (subject to his right of complaint under Section 43 of the Army Act).

564. A court-martial in passing sentence will not, except as provided in para. 561, award stoppages in respect of articles of necessaries and personal clothing.

565. The values of articles of government property stated in the particulars of a charge are to be the actual values, whenever such actual values can be accurately determined according to regulation. When this computation cannot be effected, and values in excess of the sum subsequently found to be required to make good the expenses, loss, damage, or destruction are necessarily stated in the charge, and corresponding deductions have been included in the sentence of the court, regard must be had to proviso (b) of Section 138 of the Army Act, in making the deductions from the soldier's pay.

566. A soldier rejoining from desertion, or discovered to have fraudulently enlisted, will not be charged with the value of public clothing, stores, &c., lost on desertion, unless he is sentenced by court-martial, or by the award of the competent military authority dispensing with his trial, to make good such value.

567. Every charge preferred against an officer or soldier, and the circumstances on which it is founded, is to be carefully examined by the officer under whose authority the order for trial is issued, and the evidence should be in his opinion sufficient to justify the arraignment of the accused before a court-martial.

568. When a soldier is to be arraigned on a serious charge, and charges for minor offences are pending against him, or the circumstances of the serious offence disclose minor offences, the convening officer may use his discretion in striking out any minor offence, and directing that it shall not be proceeded with. Special provision is made for the case of simple drunkenness in para. 511. As a rule a charge should not be brought to trial as an addition to a serious charge if it would not otherwise have been tried by court-martial.

569. A general commanding abroad is not to send home an officer or soldier against whom charges for offences are pending except in cases of unavoidable necessity, as it is essential that when charges are preferred they should be thoroughly investigated and determined without unnecessary delay.

570. If, in the opinion of a convening officer, a court-martial would more conveniently be held at a place other than that where the accused is, he may cause the court to be convened at any place within his command. If it is desired to hold the trial in any place beyond his command, application will be made to the G.O.C.-in-C. and by him, if necessary, to head-quarters, with an explanation of the reasons for this course. A saving of expense owing to transit of witnesses or members would be a sufficient reason, but no change of place is to be made when it appears that the accused is likely to be prejudiced in his defence by the change. When the case is to be tried in another command, the court will be convened under the orders and on the responsibility of the G.O.C.-in-C. to whose command the accused is removed.

571. When an officer or soldier is required as a witness before a court-martial, and is not serving in the district in which the court is to be held, application for his attendance is to be made to the brigade commander under whom the witness is serving, and the

To be actual values.

Clothing, stores, &c., lost on desertion.

Examination of charges.

In trials by court-martial minor offences may be dropped.

Charges abroad to be determined on the spot.

Change of venue of court-martial.

Military witness from distant stations.

probable day of the assembly of the court should be stated in such application. In the case of a witness being required in the United Kingdom from the Royal Navy or Royal Marines, application should be made to the naval commander-in-chief, or to the commander of the division of Royal Marines, as the case may be.

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572. An officer will be required on first joining to attend all R.Cs.M. for instruction, and such G.Cs.M. and D.Cs.M. as the O.C. station may direct, for at least one year from the date of his joining; and he is not to be nominated a member of a court-martial, even if qualified to sit, until his C.O. deems him competent to perform so important a duty, nor, when it can be avoided, unless he has previously attended as supernumerary at least twenty-five times.

Officer on joining to attend trials.

573. In a difficult case the convening officer will select a specially qualified officer to act as prosecutor. If such an officer is not available, he should apply as soon as possible to superior authority for the services of one.

Appointment of prosecutor.

574. A G.O.C.-in-C. at home is to obtain the sanction of the Army Council before counsel is engaged to appear on behalf of a prosecutor. A G.O.C.-in-C. abroad may, if necessary, engage counsel, but the fact is to be reported forthwith to the Army Council. See Appendix VIII.

Engagement of counsel.

575. It is the duty of a prosecutor to bring all the facts of a case fully before a court in evidence, and to take care, especially when the accused is not assisted in his defence, that no material fact in connection with the offence charged is omitted which would, if given in evidence, tell in favour of the accused. Drunkenness is no excuse for the commission of an offence, but if the charges against a soldier do not allege drunkenness, and he was drunk at the time he committed an offence with which he is charged, the prosecutor should bring out this fact in evidence.

Duties of prosecutor.

576. In the case of a G.C.M., when a trial is likely to be prolonged it will usually be expedient to form the court of a larger number than the legal minimum, and two or four additional members should be detailed. Waiting members should also be detailed to meet reduction by challenge. For D.C.M. and R.C.M. the legal minimum will ordinarily be sufficient; but, if necessary, a larger number may be detailed, and waiting members provided. For the trial of doubtful or complicated cases a D.C.M. should, when possible, consist of five officers. When the minimum number is detailed, not more than one member should be a subaltern.

Number of members to be detailed.

577. Where the composition of a court-martial differs from the normal, in respect either of the description or of the rank of the officers ordered to form the court, or on account of the suspension of the operation of a rule, the prescribed form of the order convening the court must be strictly followed, as the legality of the trial may depend on the correct wording of the order.

Prescribed form of order used.

578. In addition to the restrictions in the rank of officers appointed to serve on courts-martial which are prescribed by the Army Act, and the Rules of Procedure, the following rules will be observed:—

Rank of members.

- (i.) Whenever a general officer or a colonel is available to sit as president of a G.C.M., an officer of inferior rank is not to be appointed.
- (ii.) When the C.O. of a corps is to be tried, as many members as possible are to be officers who have held or are holding commands equivalent to that held by the accused.

Hours of sitting to be regulated.

579. The hours during which courts-martial are ordinarily to sit at the various stations abroad will be regulated by the G.O.C.-in-C. In the United Kingdom a court may be assembled at any convenient hour between the legal limits, but courts will usually be held between 10 A.M. and 4 P.M., or 11 A.M. and 5 P.M. at such hours as will interfere as little as possible with parades and other regimental instruction. A court-martial should not ordinarily be required to sit for more than six, or at the most eight, hours during one day.

Accused person.

590. An accused person for trial is to be examined by a medical officer on the morning of each day the court is ordered to sit, and a C.O. is responsible that no accused person is brought before a court-martial if in the opinion of the medical officer he is unfit to undergo his trial. An accused person brought before a court-martial will, if he is an officer, warrant officer, or N.C.O. be attended by an officer or N.C.O. having him in custody, or, if of lower rank, by an escort. The officer or N.C.O. in charge will be responsible for his safe conduct, but will obey the directions of the court while the accused is in court. An accused person will not be handcuffed, unless this is absolutely necessary for the purpose of preventing his escape or rescue, or of restraining his violent conduct.

Certified copies of original documents to be annexed to proceedings.

591. When an original document, other than A.F.—B 115 and B 123, is furnished to the prosecutor to be produced in evidence before a court-martial, it will rarely be necessary to annex it to the proceedings. A certified copy should be produced to the court, together with the original, the former being attached to the proceedings, and the latter returned to its proper custodian.

Recovery of documents.

592. When an original document has not been returned within a reasonable time, the proper custodian of that document will be responsible for its recovery.

Sentences of Courts-Martial.

Consideration of sentences by courts.

593. When passing sentence, a court-martial will have regard not only to the nature and degree of the offence and the previous character of the accused, as proved in evidence, but also to the nature and amount of any such consequences which, by virtue of any statute, warrant, order, or regulation, are involved in their finding, or entailed by their sentence, in addition to the punishment awarded by the court.

(i.) All convictions, whether by courts-martial or by civil courts (except as provided in para. 1916 (iii.)) for offences committed by a soldier since his first enlistment, including any time passed in a state of desertion, will be given in evidence against him. The court will consider if any circumstances have been disclosed by the evidence in extenuation or aggravation of the offence. In awarding imprisonment or detention they will keep in view the locality and climate in which the accused has to undergo his sentence. Sentences must vary according to the requirements of discipline, but in ordinary circumstances, and for the first offence, a sentence should be light. Care must be taken to discriminate between offences due to youth, temper, sudden temptation, or unaccustomed surroundings, and those due to premeditated misconduct.

(ii.) A soldier who is convicted by a court-martial of an offence under Sections 17 18 (4) or (5), or 41 of the Army Act, ought, unless in the opinion of the court there are special reasons to the contrary, to be sentenced to imprisonment, and undergo his sentence in a civil

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prison: but in cases where the confirming officer does not consider the soldier should be discharged from the army as a consequence of his conviction, he may commute the sentence of imprisonment to one of detention. These offences should not be dealt with by a court-martial inferior to a D.C.M.

(iii.) Except as provided in the preceding sub-para., a soldier sentenced at home by a court-martial to imprisonment with or without discharge with ignominy, will be committed to a military prison to undergo his sentence.

(iv.) Detention has been introduced into the scale of punishments in order that soldiers, convicted of purely military offences, should not, as a rule, be subject to the stigma attached to imprisonment. The latter punishment ought, as a rule, to be reserved for men convicted of serious offences, or of grave military offences, which in the opinion of the court render their discharge with ignominy advisable.

(v.) Where, therefore, a soldier has for a purely military offence been sentenced by a court-martial to imprisonment without discharge with ignominy, the confirming officer, or other superior authority, should, except under very special circumstances, commute the sentence to a sentence of detention.

(vi.) When a sentence of imprisonment is commuted into one of detention, the term of detention shall in no case exceed the term of imprisonment originally awarded.

(vii.) A sentence of detention, being lower in the scale of punishments than imprisonment, cannot be commuted into one of imprisonment.

(viii.) Where a soldier has been sentenced to imprisonment and to be discharged with ignominy, and a confirming officer, or other superior authority, commutes the imprisonment to detention, he will, in such a case, remit the discharge with ignominy, as such a discharge cannot accompany a sentence of detention. The converse will also hold good, that is, when a general officer remits a discharge with ignominy, he will at the same time commute the sentence of imprisonment to one of detention.

(ix.) A soldier who is convicted by a court-martial of a purely military offence and who, at the expiration of his sentence, will rejoin the colours, should not ordinarily be sentenced to imprisonment.

(x.) The powers of a R.C.M., and of a C.O., will not extend to the award of imprisonment. A R.C.M. or a C.O. may award detention, and a soldier awarded detention will undergo his sentence in a detention barrack or a branch detention barrack. He cannot be sent to a prison for that purpose, but a soldier sentenced to imprisonment may undergo his sentence in a detention barrack.

(xi.) The following general instructions are issued for the guidance of courts-martial, but nothing contained in them must be construed as limiting the discretion of the court to pass any legal sentence, whether in accordance with these instructions or not, if in their opinion there is good reason for doing so:—

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Offences.	Punishment.		Remarks.
	Detention.	Imprisonment.	
	Period.	Period.	
<p>(a.) In the absence of a previous conviction, or of aggravating circumstances, or of antecedents appearing to require a severe lesson, or of an unusual prevalence* in the unit or garrison of the species of offence forming the subject of the charge.</p> <p>First desertion within first 6 months' service, and when not under orders for embarkation.</p> <p>Leaving guard or post.</p> <p>Offence of sentries.</p> <p>Insubordinate or threatening language.</p> <p>Disobedience not of a grave nature.</p> <p>Resisting escort, not involving an attempt at serious injury.</p> <p>Breaking out of barracks.</p> <p>Neglect of orders.</p> <p>Absence.</p> <p>Failing to appear at parade.</p> <p>Being out of bounds.</p> <p>Drunkenness.</p> <p>Release of person or allowing person to escape (not wilfully).</p> <p>Escaping from custody.</p> <p>Loss of kit, &c.</p> <p>Irregularity or omission in regard to returns (not fraudulent).</p> <p>Minor contempt of court-martial.</p> <p>False answer on attestation.</p> <p>Conduct to prejudice, &c. (not of a serious nature).</p>	Not exceeding 28 days.	<p>An addition of from 7 to 28 days' detention may appropriately be made in the case of each previous conviction, whether for a similar, or any other offence or of any circumstances that aggravate the gravity of the offence.</p>
<p>(b.) Striking a superior officer</p> <p>Disobeying a lawful command (graver cases).</p> <p>Desertion other than under (a.).</p> <p>Fraudulent enlistment.</p> <p>False evidence.</p> <p>False accusations.</p> <p>Conduct to prejudice, etc. [of a more serious nature than under (a.)].</p>	Not exceeding 112 days.	<p>If the offence has been repeated, or attended with circumstances which add to its gravity, a sentence should be proportionately increased.</p>
<p>(c.) Ordinary theft</p> <p>Frauds.</p> <p>First offences under Section 41 of the Army Act.</p>	Not exceeding 112 days.	<p>If the offence has been repeated, or attended with circumstances which add to its gravity, a sentence of from 112 days to 6 months' imprisonment should suffice.</p> <p>If repeated three or more times, a sentence of imprisonment for 1 year and upwards should suffice.</p>
<p>(d.) An offence under Section 32 of the Army Act.</p>	Not exceeding 6 months.	<p>If repeated, a sentence of imprisonment for 1 year and upwards should suffice.</p>
<p>(e.) Gross violence to superiors</p> <p>Disgraceful conduct under Section 18 (5) of the Army Act</p>	1 year and upwards.

Para. 583—
(contd.)

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* Where an offence is unusually prevalent in a district or garrison, attention should be drawn to the fact periodically in local orders, and not by special directions to courts-martial.

† Cases of absence, or failing to appear at parade, which involve the avoidance of embarkation will be held to aggravate the gravity of such offences.

(xii.) When an offender is convicted on two or more charges, the sentence should be that which is considered adequate for the gravest of the offences, with some addition for each of the other charges.

(xiii.) The addition of "discharge with ignominy" to a sentence of imprisonment is, as a rule, advisable in the case of any persistent offender, *e.g.*, who has been twice previously convicted of desertion or fraudulent enlistment. It should also be awarded for an offence under Section 32 of the Army Act, or those coming under (c), (d), or (e).

584. When a court-martial passes sentence on a soldier already under sentence of imprisonment or detention, or on a soldier tried at the expiration of a term of imprisonment or detention for an offence committed or discovered during its continuance, regard must be had to the provisions of Section 68 of the Army Act; the limit of two consecutive years of imprisonment or detention, including the term already undergone, will under no circumstances be exceeded. If the offence is of so serious a nature as to require a more severe punishment than can be inflicted under this rule, penal servitude, when applicable, should be awarded in lieu of imprisonment.

585. A court-martial in framing sentences will observe the following rules:—

(i.) Terms of imprisonment or detention not amounting to six months will be awarded in days.

(ii.) Terms of imprisonment or detention of one year and two years will be awarded in years.

(iii.) Other terms of imprisonment or detention will be awarded in months, or, if required, in months and days.

586. When a soldier has been convicted by court-martial of theft, embezzlement, or receiving with guilty knowledge, Section 75 of the Army Act provides for the restitution of the stolen property in certain cases. If the soldier has been sentenced to be placed under stoppages in respect of the property stolen, or unlawfully obtained, and any sum of money which may have been found upon him has been appropriated to the above use, he should be placed under stoppages for the balance only of the stoppage awarded by the court.

Theft, &c., stoppages for, &c.

587. When for special reasons the convening officer is of opinion that a soldier under trial abroad should not be sent to the United Kingdom for punishment, he should draw the attention of the court, before sentence is passed, to Section 131 (2) of the Army Act. Confirming officers will also observe their powers in this respect. Particular attention must be paid by officers confirming, commuting or remitting sentences to the directions in the note to Section 131 (2) of the Army Act, in the Manual of Military Law. When a sentence of imprisonment or detention exceeding twelve months is passed on a person not included in this note, care is to be taken that before such sentence is inflicted out of the United Kingdom the necessary order has been made either by the court which tried the person, or by the confirming officer or other authority mentioned in the Act.

Special provisions respecting sentence of imprisonment or detention abroad.

588. It is the province of a confirming officer, by the exercise of his powers of commutation or mitigation, to regulate the amount of punishment awarded by courts-martial, and to ensure that the findings and sentences are legal, and that no sentence is heavier than the interests of discipline and the merits of the particular case require. In exercising his powers of commutation or mitiga-

Confirming officer to regulate punishment.

	tion the confirming officer will be guided by the instructions in para. 583, in order that, having due regard to the soldier's character, &c., no great disparity may exist between sentences awarded for similar offences.	A.O. 139 1905
Remarks and promulgation.	589. A confirming officer, when the proceedings require confirmation, may confirm or refuse confirmation, and may add any remarks on the case which he may think fit. The remarks will form part of the proceedings, but should be added after the confirmation and be separate from it.	110 Arty. 6625
Remarks in cases of acquittal.	590. If an officer who would have confirmed the finding and sentence of a court had the trial resulted in a conviction, thinks it necessary to remark upon the proceedings in a case where the accused has been acquitted, he will not annex his observations to the proceedings, but will embody them in a letter for the information of superior authority, who will give such orders as may be necessary.	
To withhold confirmation from illegal proceedings.	591. If it appears to a confirming officer that the proceedings of a court-martial are illegal, or involve substantial injustice to the accused, and he has not confirmed the finding and sentence, he will withhold his confirmation; if he has confirmed the finding and sentence, he will direct the record of the conviction to be removed, and the soldier to be relieved from all consequences of his trial. If he is in doubt, he may refer the case for the opinion of superior authority. In the United Kingdom, and elsewhere when the circumstances of the case admit of reference without undue delay, the proceedings of courts-martial that have been confirmed will not be quashed without reference to the judge-advocate-general. If the proceedings can be legally sustained, and there is no substantial injustice, but an irregularity has occurred, the conviction may take effect, but the confirming officer will consider what reduction of the sentence (if any) is due to the soldier. The same rule will apply when the proceedings of a court-martial, after confirmation, come under the review of any other authority competent to deal with them. Except as above provided, when a soldier has been tried and sentenced by court-martial, and the proceedings have been confirmed, but the sentence has been wholly remitted, the remission does not extend to any penalty or forfeiture consequent on the conviction.	A.O. 243. 1907
Cases of irregularity only.		
Defects discovered after confirmation.		
Effect of remission of entire sentence.		
Transmission of proceedings of general court-martial for confirmation.	592. The proceedings of a G.C.M. are to be transmitted by the judge advocate, if the trial was held at home, to the judge advocate-general; if held elsewhere, to the officer having power to confirm the findings and sentences of G.-Cs.-M., who, if from any cause he has no power to confirm the finding and sentence of that particular court-martial, will forward the same to the judge-advocate-general for transmission to the Secretary of State for confirmation by His Majesty.	
Promulgation of courts-martial.	593. The proceedings of courts-martial, including the charge, finding, sentence, and confirmation, will be promulgated whenever practicable by being read out on parade, or in such other manner as may be directed for the particular occasion; in all cases, however, the promulgation must include the communication of the foregoing particulars to the accused. The date of promulgation will, when practicable, be recorded upon the proceedings, and, in cases where confirmation is given by His Majesty, the date will be reported to the War Office.	
Covering letters.	594. All proceedings of courts-martial, whether transmitted before or after promulgation, are to be accompanied by a letter specifying the nature of the contents.	

595. The proceedings of a D.C.M. will, when promulgated, be returned to the G.O.C.-in-C., who will make any necessary communication respecting them to the president and judge-advocate (if any) for their information. The G.O.C.-in-C. will then transmit them to the judge advocate-general without delay. The proceedings of a G.C.M. confirmed abroad will be transmitted to the judge advocate-general as soon as possible after promulgation.

Disposal of proceedings after promulgation.

596. If the proceedings of a G.C.M. or D.C.M. have not been forwarded to the judge advocate-general within one month from the date of confirmation, a special report of the cause of delay is to be made.

Delay in transmission to be reported.

597. The liability to general service which a soldier may incur under Section 83 (7) of the Army Act, will be ordered only by one of the authorities named in the Army Act and Rule of Procedure 128, or by a G.O.C.-in-C. An order passed under Section 83 (7) on any soldier will be entered, and the authority quoted, in the soldier's record of service.

Liability to general service.

598. Returns of soldiers at home who come under the terms of this provision, and are still undergoing sentences, will be furnished monthly to the G.O.C.-in-C., from the 1st August to the 1st February, inclusive, on A.F.—B 283, together with copies of the men's conduct sheets. The following are not to be included in the returns :—(i.) Those ordered to be discharged, or whose names are being brought forward for discharge ; (ii.) those undergoing sentence for offences of insubordination, or of a fraudulent nature ; (iii.) those not recommended for transfer.

Returns of soldiers under sentence liable to general service.

Names which have been already submitted are not to be included in any subsequent return. Any change in the situation of a soldier whose name has been submitted should at once be reported.

599. A Provost-marshal will be appointed abroad when occasion requires, in accordance with such regulations as may be issued.

Provost-marshal, appointment.

DISPOSAL OF MILITARY CONVICTS AND PERSONS UNDER SENTENCE.

General Instructions.

600. The forms for the commitment, removal, and discharge of soldiers sentenced by court-martial to penal servitude, imprisonment, or detention, or awarded detention by order of a C.O. are annexed to the Rules of Procedure and are issued as Army Forms, and will be referred to in these regulations by the letters they bear in those rules.

Forms of commitment, &c.

601. The powers and functions of the several authorities named in respect of the commitment, removal, and discharge of military convicts and persons under sentence are defined in the Army Act, Sections 59 to 67 and Rule of Procedure 126. In giving effect to the provisions of the Act, the following regulations will be observed.

Powers of authorities.

Military Convict.

602. A soldier sentenced to penal servitude (that is, a military convict) will undergo his sentence in the United Kingdom. If sentenced in the United Kingdom he will be committed to some public civil prison named by the G.O.C.-in-C., and the order of commitment (Form A) will be signed by the C.O. of the convict unless he receives a commitment signed by some superior authority.

Commitment to prison in the United Kingdom.

Commitment
abroad to
prison in the
United
Kingdom.

603. A military convict sentenced in India, or in a colony or a foreign country, will be committed to undergo his sentence in a prison in the United Kingdom. The order of commitment (Form B) will be signed in India by the Commander-in-Chief in India, or one of the other authorities specified in the Rules of Procedure, and in a colony or foreign country by the O.C. the forces.

Intermediate
custody.

604. Any of the officers mentioned in para. 603 will, in communication with the local government, when necessary, make such arrangements and give such orders as may be required for the confinement and custody of military convicts until they can be removed to the United Kingdom and during removal. Forms of the various orders which may be legally given from time to time are contained in Form B.

Transfer to
prison in the
United
Kingdom.

605. On the arrival of a military convict from abroad, the G.O.C. port of disembarkation, will cause him to be removed to a public civil prison in pursuance of the commitment under which the convict has been sent home.

606. After the military convict is received into the civil prison he will be dealt with under the orders of the Secretary of State for the Home Department.

Soldier under Sentence.

607. A soldier sentenced to imprisonment or detention will be classified and dealt with as follows:—

(i.) A soldier will be committed to the nearest public prison where accommodation is available, according to his religious denomination, when sentenced to imprisonment for offences under the Army Act, Sections 17 and 18 (4) (5), or for any offences under Section 41, or when sentenced to be discharged with ignominy, except as provided in (iii).

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(ii.) A soldier sentenced to detention will be committed to the nearest detention barrack where accommodation is available, but if the term of detention to be undergone does not exceed 168 hours, and there is no detention barrack at the station, the detention may be undergone in duly certified detention rooms.

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(iii.) A soldier sentenced to be discharged with ignominy who has been convicted of a breach of discipline only, will be committed to the nearest military prison specially set apart for this purpose. A C.O. will ascertain that there is accommodation in that prison before committing a prisoner thereto. If accommodation is not available, a prisoner of this class will be committed to a public prison as in (i).

(iv.) A soldier sentenced to imprisonment for a breach of discipline only, and not sentenced to be discharged with ignominy, will be committed to a military prison, but if this involves undue expense for travelling, he may be committed to the nearest detention barrack.

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Form of
commitment.

608. In the case of a soldier sentenced to imprisonment, the order of commitment to a public prison or to a detention barrack (Form C) will be signed by the soldier's C.O., unless he receives a commitment signed by some superior authority. In the case of a soldier sentenced to detention, the order of commitment to a detention barrack or detention room (Form D) will be signed by

the soldier's C.O., and when a soldier who has been sentenced to imprisonment, and who is temporarily confined in a branch detention barrack or detention room, is transferred to a public prison or detention barrack a fresh commitment (Form C) must be sent with him for his admission into a public prison or detention barrack. When a soldier is committed to a military prison or detention barrack, A.F.—C 355 will accompany the commitment (Forms C and D).

609. At a station abroad where there is a detention barrack, a soldier sentenced to imprisonment or detention will not be committed to, or if committed, retained in, the civil prison, if there is room in the detention barrack.

Soldier under sentence at stations abroad.

610. A soldier under sentence of penal servitude or imprisonment in India or a colony will not be committed to civil prisons not authorized by a Secretary of State, except temporarily in case of emergency. Information respecting the authorization of prisons will be conveyed to the civil and military authorities abroad.

Civil prison abroad must be authorized.

611. If a sentence passed in India or a colony exceeds twelve months, and the offender is not, for special reasons, to undergo such sentence in India or a colony, he must, whether committed to a prison or detention barrack abroad or not, be transferred as soon as practicable to a prison or detention barrack in the United Kingdom. The order for the transfer (Form E or F) will be signed by one of the authorities mentioned in para. 603; but before ordering the transfer the authority having power to remit will consider whether it is desirable to reduce the sentence to twelve months by remission in order to avoid the transfer. When a soldier is sent to the United Kingdom to undergo imprisonment or detention, the general commanding will make arrangements for the custody of the soldier during transit. Forms of orders which may be legally made are contained in Forms E and F. These forms will also be used in the case of a soldier whose sentence does not exceed 12 months, but who for any special reason is sent to the United Kingdom to undergo imprisonment, or detention.

Soldier under sentence in certain cases to be sent to the United Kingdom.

When a soldier is sent to the United Kingdom under circumstances which will entail his commitment to a military prison or detention barrack on arrival, A.F.—C 355 will accompany the order for transfer (Forms E, F, M, or N, as the case may be).

612. A soldier sentenced abroad to discharge with ignominy but to less than 12 months' imprisonment will be transferred so as to arrive in the United Kingdom before the expiration of his imprisonment. If there is no opportunity by transport, freight ship, or other public vessel, he may be sent by mail, or other steamer, in order to reach the port of disembarkation before his sentence expires.

Transfer to U.K. of soldier sentenced to discharge with ignominy.

613. On the arrival of a soldier under sentence at a port in the United Kingdom, the nearest G.O.C. will provide for the immediate removal of the soldier to some prison or detention barrack to which he might have been committed if he had been sentenced in the United Kingdom. When the removal has taken place under Form E or F, he will complete the order of commitment therein contained, and when under Form M or N, he will make a fresh order of commitment on Form C or D, as the case may be.

Committal of soldier on arrival in the United Kingdom.

614. A soldier awarded a term of imprisonment or detention abroad who is sent home to undergo his sentence, but is not to be discharged from the service, will, on release from confinement, join a battalion of the regiment at home unless all the battalions are serving abroad. The officer i/c records will arrange as soon

Disposal of soldier under sentence from abroad after release at home.

as possible, but not less than one month before the expiration of sentence, for the transfer of the soldier from the dépôt to the home battalion, and will forward his documents to the C.O. of the latter, with information as to the place of confinement, date of release, &c. A N.C.O. will be sent from the home battalion, to receive the soldier and conduct him to headquarters. When a portion of the imprisonment or detention is remitted, the authority granting the remission will inform the officer i/c records, who will then immediately proceed as above.

Medical certificate to accompany every commitment.

615. Every commitment to a civil or military prison or to a detention barrack is to be accompanied by a medical certificate of the state of health of the soldier. When the medical officer considers the soldier unfit for the ordinary hard labour, he is to state the grounds on which his opinion is based.

Documents to be sent with soldier under sentence.

616. When a soldier is committed to a military prison or detention barrack, his conduct sheets and medical history sheet will be sent with him. On the soldier's release they will be returned to the C.O. When the commitment is to a civil prison, copies only of the above documents will be sent with him.

Temporary detention of soldier.

617. A soldier under sentence may, by an order signed by his C.O., on Form Q, be committed for temporary detention not exceeding seven days, to any prison, police station, lock-up, or other place of confinement in which he may legally be confined. This order may be made at any time in case of necessity. See para. 609.

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Removal of Soldier under Sentence.

On change of station of unit.

618. When a unit moves from one place to another in the United Kingdom, a soldier undergoing sentence in a civil prison, or in a military prison or detention barrack will, as a rule, remain there until the termination of his sentence, and the same rule will apply in the case of a unit moved from the United Kingdom abroad, unless permission is received for the soldier to accompany his unit under paras. 622 and 624.

When soldier may be removed from a prison or detention barrack.

619. A soldier undergoing a sentence by court-martial in the United Kingdom may be removed from the prison or detention barrack by the military authorities in the following cases:—(1) in order to bring him before a military or civil court, either for trial, or as a witness or otherwise; and (2) for embarkation for service abroad.

Expenses of escort at civil courts.

620. When a soldier undergoing a sentence of imprisonment or of detention, or who is in military custody, is bound over under recognizances to appear as a witness before a civil court, and it is necessary to send him there under escort, the N.C.O. in charge will be furnished with the necessary funds by his C.O., and will be instructed to apply to the court for the expenses of the escort, and those of the soldier. Failing the grant of expenses, the C.O. will report the circumstances to the War Office.

Removal of soldier to be brought before a court.

621. An order for the removal of a soldier from a prison or detention barrack in or out of the United Kingdom, for the purpose of being brought before a court-martial or civil court, will be made on Form K or L. The escort which removes him will obtain from the governor of the gaol, or the commandant of the detention barrack, the original order of commitment, and will return it to the governor of the gaol, or the commandant of the detention barrack, to which the soldier is returned. If he is returned to a different prison, or detention barrack, one of the authorities in or under whose command the soldier is at the time

of his return, will make an order for his return to that prison, or detention barrack (on Form K or L), which will be delivered to the governor or commandant with the original order of commitment. In the United Kingdom application will be made to the War Office for the removal of a soldier under sentence of a civil court.

622. Whenever a unit or draft is placed under orders for embarkation for service abroad, a return of the soldiers belonging to it who are in detention barracks, with particulars of the case of each of the soldiers in question will be furnished in A.F.—B. 277 to the competent authority, in sufficient time to allow of arrangements being made for removing such of them as may be selected for embarkation. Any change in the situation of a soldier whose name has been submitted should at once be reported to the competent authority, who will issue instructions relating to a soldier whose removal is approved.

Soldier under sentence in the United Kingdom removed for embarkation.

If a soldier is serving his sentence in a detention barrack situated in a command or district other than that in which the unit or draft is being prepared for embarkation, the general commanding the latter command or district will request the general commanding the former command or district to order the release under Section 57 of the Army Act. The method of escorting the soldier from the detention barrack to the unit or draft he is to join will be arranged by the generals concerned.

A soldier to go with a unit or draft will not be selected from (i.) those undergoing sentence for offences of serious insubordination or of a fraudulent nature unless the release involves a small remission of punishment only; (ii.) those less than 20 years of age at disembarkation, if for an Indian or tropical station. A soldier in prison or detention barrack for desertion, absence without leave, or any offence connected with enlistment, should, however, be selected, particularly if he has absented himself to avoid embarkation. It should also be considered whether a man would have formed part of the draft had he not been undergoing sentence.

623. A soldier removed under para. 622 will be treated as undergoing sentence until the sailing of the vessel, unless his period of detention expires earlier, or unless he is to be treated as undergoing sentence on board ship so long as his sentence continues.

Treatment of soldier so removed.

624. A soldier not included in the return prescribed by para. 622, who has been sentenced, shortly before embarkation, to detention for any period not exceeding 21 days, will be embarked and treated on board ship as undergoing sentence so long as his sentence continues. The disposal of a soldier whose sentence under similar conditions may exceed 21 days will be decided by an officer not under the rank of brigadier-general.

Soldier sentenced shortly before embarkation.

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Nominal lists of all soldiers not to be released on the sailing of the vessel will be sent to the officer in command at the port of embarkation, by the authority ordering the removal or, in cases of emergency, by the C.O. direct. In the event of the number of soldiers so embarked being greater than can be accommodated, the O.C. at the port of embarkation will use his discretion in directing the release of a sufficient number of them, the cases for remission being selected by him. The O.C. the troops on board will, as a rule, release all soldiers under sentence of court-martial on disembarkation at a station abroad. If necessary, they may be disembarked in close arrest and kept in the guard detention room,

Release on disembarkation.

but they must not, under any circumstances, be re-committed to detention barrack under their former sentence.

Detention
in custody
on board
ship.

625. The Army Act, Section 172 (5), authorizes the commander of a ship to receive and detain, as in military custody, any soldier or military convict, or person subject to military law, charged with an offence, whose conveyance by sea has been sanctioned by a military authority. When, therefore, a soldier is sent by sea either without an escort, or with an insufficient escort, under this provision, a special order authorizing the soldier to be conveyed by sea should be issued, either at the place of departure or at the port of embarkation, and produced to the commander of the ship. The embarkation of the soldier should be duly notified to the O.C. at the port of disembarkation, in order that proper arrangements may be made there to receive him over from the commander of the ship.

Soldier
under
sentence
with un-
armed draft.

626. When a soldier under sentence is included in an unarmed draft, a suitable number of men of the draft will be supplied with side-arms, &c., and employed as an escort. The arms, &c., will, on the arrival of the draft at the port of embarkation, be handed over by the officer in command to the staff officer in charge, who will arrange with the local ordnance officer for their being returned to the unit which furnishes the draft.

Removal of
soldier
under
sentence on
a corps
returning
home or
changing
station
abroad.

627. When a unit is moved from abroad to the United Kingdom, a soldier undergoing sentence or awaiting trial by court-martial or disposal by the C.O. will accompany his unit to its destination. When a unit is moved from one station abroad to another, such soldier will, as a rule, accompany his unit; but if the Rules of Procedure do not admit of a soldier under sentence being re-committed to a public prison on arrival of the corps at its destination, the removing authority will decide, in the case of each soldier, whether he is to accompany his unit, or to complete his sentence and follow his unit.

Soldier
under
sentence for
discharge.
Order for
removal
abroad.

628. A soldier ordered to be discharged from the service will not, as a rule, accompany his unit on change of station abroad.

629. The order for the removal of a soldier under para. 627, will be made on Form M, N, O, or P, as the case may be, and whenever practicable, notification of the intended removal will be made to the governor of the prison or commandant of the detention barrack before the escort arrives.

Removal
from one
public prison
or detention
barrack to another
abroad.

630. A soldier may be removed from any public prison or detention barrack out of the United Kingdom to any other public prison or detention barrack as often as occasion may arise, provided the removal is sanctioned by the Rules of Procedure. Form O or P will be used.

Removal of
soldier
under
sentence
from deten-
tion room
on change of
station.

631. When a unit changes station, either at home or abroad, a soldier confined in a detention room is to be taken with it, and re-committed to the detention room at the new station. The removal from the detention room will be effected by an order (Form N) signed by the C.O.

Remission of Imprisonment, or Detention.

Remission
of imprison-
ment or
detention,
how carried
out.

632. When any portion of the sentence of imprisonment, or detention which a soldier under sentence is undergoing is remitted by a competent authority under Section 57 of the Army Act, notice of the remission will be sent, when necessary, to the general officer in whose command the prison or detention barrack is, who will

make the order for his discharge on Form H or I, and give orders for carrying out the same. In remitting sentences of imprisonment or detention the order is to be so worded as to admit of the discharge of the soldier taking place on the expiration of the reduced term of imprisonment, or detention. Wording of order of remission.

When a soldier under sentence earns, by good conduct, a remission under the Rules for Military Prisons and Detention Barracks, no order for discharge is required. Rules for military prisons, &c.

Committal to, and Discharge from, Prison or Detention Barrack.

633. An order for the discharge of a soldier confined in a public prison or detention barrack will not be required unless his release is desired before the termination of the sentence. A soldier discharged from a public prison or detention barrack cannot be received over into military custody under the sentence which he has been undergoing. Any of the authorities having power to remit or commute a sentence may, by an order signed by him (Form H or I), cause a soldier under sentence to be discharged from a public prison or detention barrack, but the order should not be made unless the immediate liberation of the soldier is necessary. The order will state the necessity of the case, and must be transmitted or delivered in such a manner as to enable the governor of the prison or commandant of the detention barrack to determine the authenticity of the order. Discharge from prison or detention barrack.

634. When a soldier is undergoing detention under award of his C.O., the C.O. of that soldier may, by an order signed by him (on Form J), cause the soldier to be discharged from the detention barrack or detention room before the expiration of the award. Of soldier under detention by award of C.O.

635. A soldier discharged from detention under para. 634 may be released from further confinement, or may be kept in confinement in the guard detention room until the expiration of the term of detention awarded, as may be ordered by the C.O. If released, the discharge will be held to include remission of the unexpired portion of the detention. If the discharge is made for the purpose of removal with his corps, or for embarkation, the soldier will be received into custody of an escort. Procedure after discharge.

636. A soldier released from prison, detention barrack, or detention rooms at any hour will be confined to barracks, and be exempted from duty on that day. The soldier will be so informed. Soldier not to do duty on day of release.

637. A soldier committed to a civil prison is to be sent so as to arrive at the prison before 10 o'clock p.m. A soldier sent to a military prison, a detention barrack, or detention room is not to arrive later than 5 o'clock p.m. Time of arrival of soldier under sentence.

638. The escort of a soldier is, as a rule, to consist of one corporal and one private; if the soldier is to be conducted to his unit after surrendering himself, a N.C.O. only is sufficient. When parties of two or more soldiers are to be removed from one station to another, the number of privates to form the escort need not in ordinary cases exceed half the number to be escorted. The escort, on arrival in London, unless its journey would be delayed thereby, should report itself to the garrison serjeant-major, St. George's Barracks, Trafalgar Square. Strength of escorts.

639. When the route of an escort lies through London, the escort will, when practicable, proceed on to its final destination. See para. 638. When, however, halting for the night in London is unavoidable, the party and its escort are to be Arrival in London.

lodged in St. George's Barracks ; and the N.C.O. in charge will report himself there to the garrison serjeant-major. Leave to N.C.Os. and men composing an escort passing through London can only be granted by the G.O.C. the London District.

Conveyance to prison or detention barrack.

640. Covered conveyance for a soldier proceeding to prison or detention barrack must in all cases be provided. An ambulance wagon belonging to the A.S.C. should, when available, be employed for this service ; otherwise conveyance may be hired.

Safe custody of soldiers in custody.

641. An escort is answerable for the safety of a soldier entrusted to its charge, and will be provided with handcuffs from the regimental stores for use if necessary. If a C.O. considers it necessary that a soldier should be handcuffed in any special case, he will give orders accordingly. When it is necessary to handcuff a soldier, dressed in uniform or plain clothes, a covered conveyance will be provided as directed in para. 640. A soldier should never be marched handcuffed in military custody through a public thoroughfare, unless such a course is absolutely unavoidable.

N.C.O. to receive soldiers on termination of sentence.

642. A N.C.O., furnished, unless otherwise ordered, by the unit the soldier is to join, will be sent to receive over every soldier on the termination of his imprisonment or detention. See para. 1404 (v.).

N.C.O. receiving soldiers from another corps.

643. N.C.O. sent to receive a soldier from military custody in another corps will be provided with money to pay for subsistence while in barracks or in a guard detention room.

Calculation of Expiration of Sentence.

Calculating expiration of sentence.

644. The rule for calculating the date on which sentences expire, unless a remission of any portion has been earned by good conduct under the Rules for Military Prisons and Detention Barracks, will be apparent from the following examples :—

(i.) A sentence of eight months' imprisonment or detention awarded on the 30th September expires on the following 29th May. If awarded on the 1st October it expires on the 31st May.

(ii.) A sentence of nine months' imprisonment or detention awarded on the 29th, 30th, or 31st May, expires on the last day of the following February, except in Leap Year, when the sentence awarded on the 29th May would expire on the 28th February.

MILITARY PRISONS, DETENTION BARRACKS, AND BARRACK DETENTION ROOMS.

General Instructions.

Control and rules.

645. Military prisons and detention barracks established at home and in the colonies under the Army Act, are under the control of the Army Council. Orders in connection with inspections, discipline, interior economy, and military training will be issued through the office of the inspector of military prisons and detention barracks.

Sentences of imprisonment, except for offences under Sections 17, 18 (4) and (5) of the Army Act, or for any offences of a similar character under Section 41, will be served in the nearest military prison or detention barrack. Sentences of detention over 14 days

will be served in a detention barrack. Sentences of detention up to 14 days will be served :—

- (i.) In a branch detention barrack, or
- (ii.) in a detention barrack,

whichever may be nearest to the station from which the offender is committed.

Orders for the administration of military prisons and detention barracks are laid down in Rules for Military Prisons and Detention Barracks.

646. A soldier committed to a detention barrack will, in addition to the articles specified in the Clothing Regulations, take with him the following articles :—

Equipment to be taken.

Mounted service.—The rifle (if armed therewith) and the articles of equipment, &c., laid down for “marching order—on the man,” in Cavalry Training, with the exception of revolver and pouch.

Dismounted service.—The articles of equipment, &c., laid down for “marching order,” except bayonet and scabbard.

Soldiers who are not to return to the colours on completion of their sentence will not take carbine or rifle.

647. A soldier sentenced to a term of imprisonment or detention exceeding the period authorized to be carried out in the available branch detention barrack may nevertheless be committed to such detention barrack or to a barrack detention room pending removal to a prison or to another detention barrack.

Soldier may be committed to a detention barrack.

648. A branch detention barrack or barrack detention room may be used for the safe custody of a soldier who has been remanded for trial by court-martial, or who has been tried and is awaiting the promulgation of the finding and sentence of a court-martial, whenever there is accommodation and arrangements can be made for his being supplied with the ordinary rations and messing of a soldier during such detention. The commitment will be made on Form R. He should be allowed to take exercise during a reasonable portion of each day, and be kept apart from soldiers undergoing sentence. He will not be obliged to work otherwise than by being employed in drill, fatigue, and other duties similar in kind and amount to those he might be called on to perform if not under detention. As such a man will not receive the ordinary detention barrack diet, he will be shown separately in the detention barrack provision accounts.

Commitment for safe custody.

649. Before commitment to prison or detention barrack under sentence of court-martial, a soldier committed for safe custody as above will be discharged from the branch detention barrack, and Form S will be used for this purpose. The soldier will be removed to his corps, when the latter is not inconveniently distant, for the purpose of promulgation of the finding and sentence of the court.

Discharge from such commitment.

650. A room in a military prison or detention barrack or a barrack detention room is not to be occupied until it has been certified by the inspector of military prisons and detention barracks to be of such a size, and to be ventilated, warmed, and fitted up in such a manner, as may be necessary for the health of the occupants. The C.O. of a unit is to be informed, on his arrival at a station, as to the detention rooms which are fit for occupation. The O.C. a station will ascertain, before permitting soldiers to be committed to a detention barrack, that the foregoing regulations have been complied with.

Inspection of detention rooms in the United Kingdom.

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Inspection
at stations
abroad.

651. At a station abroad, the duty of ascertaining the state of the detention rooms will devolve on a military staff officer, assisted by an officer of the R.E. The fitness of the detention rooms for occupation will be certified by the former officer to the O.C. at the station.

Rules for
committal
and release.

652. A soldier is invariably to be committed to, or released from, the branch detention barrack or barrack detention room after the regular dinner hour, and before dark. Any money or superfluous article in possession of a soldier will be taken from him before he is sent to a detention barrack, and restored to him upon his return to duty.

Medical ex-
amination.

653. Before admission to a branch detention barrack or barrack detention room, a soldier is to be examined by a medical officer, who will furnish a certificate as to his state of health, and report any disability likely to interfere with the execution of the punishment awarded.

Soldier to
be sent for
on expiration
of sentence.

654. A C.O. is to send to the detention barrack for a soldier of his unit at the expiration of his detention. Should the C.O. fail to do so, a report is to be made of the omission, and the man should be sent to his corps, or to the corps to which he has been attached, under the charge of one of the assistants, so that no one shall, by any possibility, be detained beyond the period of his sentence.

Visiting.

655. Branch detention barracks and barrack detention rooms are to be inspected, and each occupant visited daily, by an orderly officer of the garrison, and by a medical officer who is to be named periodically in orders for that duty. These officers will send daily reports of such inspections to the O.C. the garrison.

Obligations
as to re-
ceiving and
releasing
soldier
under sen-
tence.

656. The warrant officer or N.C.O. in charge of a branch detention barrack or barrack detention room will ascertain, before receiving a soldier into custody, that he has been committed by proper authority, and will receive all such soldiers to the extent of the accommodation available. He will also discharge a soldier before the expiration of his sentence when required to do so by competent authority, but he will be careful that the discharge order bears the signature of the proper officer.

Available
accommoda-
tion to be
reported and
ascertained.

657. He will report daily to the staff officer of the garrison the number of vacant detention rooms. He is to be allowed, as assistants, such a number of soldiers as may be deemed necessary, and a private soldier as cook. A C.O., before committing a soldier to the branch detention barrack, will ascertain whether he can be received into that barrack.

Assistants.

Barrack
detention
rooms.

658. Barrack detention rooms will be governed by the Rules for the management of barrack detention rooms, and will be under the control of the O.C. the unit to which the rooms are appropriated. The rooms will be placed under the charge of the regimental provost-serjeant, who will be allowed such assistance as may be deemed necessary, and a private soldier as cook.

Provost-
serjeant,
when not
allowed.

659. When the strength of a detachment is under one squadron or two companies, the barrack detention rooms will be placed under the charge of the N.C.O. commanding the barrack-guard, who will perform the duties in connection with the rooms without remuneration. A soldier under sentence must be kept entirely apart from a soldier in arrest.

Soldiers of
other corps.

660. When it is necessary to confine in a barrack detention room a soldier of another unit, such soldier is to be attached to and subsisted by the unit to which the rooms are appropriated.

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Garrison Provost-Serjeants.

661. The garrison provost-serjeant will perform such garrison duties as may be directed by the O.C. He will, subject to any garrison orders, visit canteens, repress irregularities, and clear the barracks and military premises of loose and disorderly characters. He will at all times avoid coming into personal collision with soldiers.

662. He will be assisted in his duties by a garrison police composed of such number of soldiers as may be deemed necessary by the O.C.

663. The garrison provost-serjeant and the garrison police will, for discipline, be placed under the command of a staff officer serving at the station.

Regimental Provost-Serjeants.

664. The duties of the regimental provost-serjeant and regimental police are similar to those of the garrison provost-serjeant and garrison police, but will be confined generally to maintaining order in their own barracks and unit. They have authority, however, to quell all disturbances in the garrison, and may, if occasion arises, apprehend an offender of any unit.

665. The regimental provost-serjeant will be assisted in maintaining order and regularity in barracks or camp by the regimental police, who will be placed under him. Their number will vary according to circumstances, but is never to exceed six.

COURTS OF INQUIRY, COMMITTEES, AND BOARDS.

General Instructions.

666. A court of inquiry may be assembled by the Army Council, or by any officer in command to assist in arriving at a correct conclusion on any subject on which it may be expedient for them to be thoroughly informed; it may be required to give an opinion on any point, but when the inquiry affects the character or military reputation of an officer or soldier full opportunity must be afforded to the officer or soldier of being present throughout the inquiry. A court of inquiry may consist of any number of members, its composition being determined by the convening officer according to the circumstances under which it is assembled. Three members, the senior acting as president, will in ordinary cases be sufficient. Attention is particularly drawn to the regulations for courts of inquiry contained in Rule of Procedure 124.

Unless the exigencies of the service render it absolutely necessary, district, garrison, or regimental courts of inquiry and boards should not be held during those hours which are devoted to parades or other instruction of the soldier.

667. The officer assembling a court of inquiry, committee, or board, will appoint a president by name, or failing such appointment, the senior member will preside. When the convening officer has so appointed a president, no officer senior in rank to the president will be appointed to serve as a member of the court of inquiry, committee, or board.

668. When stores, equipment, clothing, or supplies of any kind, belonging to the public, are lost, stolen, destroyed, or damaged, or when a deficiency is discovered on any store account, or in case of

structural damage, the amount of the loss, *i.e.*, the value of the stores lost, stolen, destroyed, or deficient, or the cost of making good damages, will be ascertained. The value of stores deficient on a store account means the sum total of the values of the stores deficient on individual headings of account, without any abatement in respect of stores which may be surplus on other headings of accounts.

Losses or deficiencies of cash will be dealt with under paras. 170, 671 and 672.

Report of explosion to Chief Inspector, Woolwich.

669. Should any explosion occur in any magazine, cartridge store, or other explosive store, or should an accident, caused by an explosion during the firing of guns, &c., and involving severe injuries to personnel or extensive damage to matériel, happen in the United Kingdom, the general commanding will, in addition to any other procedure otherwise laid down, notify the occurrence, by telegraph, direct to the G.O.C.-in-C. and to the chief inspector, Woolwich, informing him of the time and place of the court of inquiry ordered to investigate the case. If the chief inspector considers it necessary he will direct an officer of the inspection staff to attend such court.

Court of Inquiry when loss exceeds £50.

670. When either the amount of the loss, or cost of structural repairs, exceeds £50, the matter will at once be reported to the general commanding, and will be investigated by a court of inquiry, to be composed, if possible, of officers not belonging to the unit or department concerned.

Procedure when loss is due to an offence.

(i.) If, after considering the opinion of the court, the general commanding considers that the loss is due to neglect of duty, or to any other offence under the Army Act, he will, in the case of an officer, apply to the War Office for instructions, and in other cases either convene a court-martial or apply to the War Office for authority to allow the individual responsible to pay the whole or part of the loss, instead of being tried by court-martial, or of being removed from his appointment, or from the service. As regards liability in cases of fire caused by negligence, see para. 1020.

Procedure when loss is not due to an offence but satisfactory explanation is not forthcoming.

(ii.) If the general commanding is of opinion that the loss is not due to an offence under the Army Act, but that no satisfactory explanation has been given, he will report to the War Office whether he recommends that the individual responsible should be allowed to pay the whole or part of the loss, or be superseded in promotion, or removed from his appointment.

Procedure when there is a satisfactory explanation.

(iii.) If the general commanding is of opinion that a satisfactory explanation has been given, he will apply to the War Office for authority to write off the loss.

Procedure when G.O.C. can dispose of case.

(iv.) Deficiencies in money or supplies, the property of a regimental institute, will be dealt with under the provisions of this para., except that sub-para. (iii.) shall not apply.

671. When neither the amount of the loss nor cost of structural repairs exceed £50—

(i.) The superior officer of the individual responsible will (except as provided in para. 1021) make a full inquiry into the circumstances, and if he cannot dispose of the case regimentally under the clothing or equipment regulations, will report thereon to the general commanding, who may, if he see fit (and subject to ii.) deal with the case himself, allowing the individual responsible to pay the whole or part of the loss, or giving authority to write it off. Should he deal with the case himself, a full statement of the circumstances, with his decision, will be attached as a voucher to the account on which the loss arises.

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7886
54
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110

(ii.) When the loss is presumably due to theft or fraud, the matter will be referred to the War Office, except (a) in the case of theft, when the loss does not exceed £1 and no suspicion attaches to any soldier or other person in the service of the War Department, and (b) in the case of theft or fraud, when the loss has been made good and no suspicion attaches to the individual required to make good the loss.

672. In commands to which chief accountants have been appointed—

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(i.) The writing off of losses locally will be subject to the concurrence of the chief accountant, on behalf of the Director-General of Army Finance, but in such commands the general commanding will have power, subject to para. 671 (ii.), to dispose of cases other than losses, deficiencies or over-issues of cash up to the limit of £100.

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King's
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(ii.) When reference is made to the War Office under para. 670 or 671, the loss, if other than of cash, will be written off in the store or other account concerned at the time of making such reference; the number and date of the letter from the general commanding to the War Office being quoted on the voucher.

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673. A court of inquiry under Section 72 of the Army Act, for the purpose of determining the illegal absence of a soldier, will be held in all cases (except in those of absconded recruits) at the expiration of twenty-one clear days from the date of absence, or as soon after as practicable, unless the soldier has been taken into custody. Before declaring the deficiency of any arms, &c., the court will satisfy itself by evidence that the absentee was, within a reasonable period of the date of absenting himself, in possession of the articles it finds to be deficient. The court will record the values of the unexpired wear of all articles of government property found to be deficient. A court of inquiry is not to be held on a man of the army reserve, unless he was subject to military law, as described in Section 176 (5) of the Army Act, at the time of the commission of his offence.

Court of inquiry to determine illegal absence.

674. When a soldier, whether on or off duty, is maimed, mutilated, or otherwise injured (except by wounds received in action), a certificate on A.F.—B 117 will be forwarded by the medical officer in charge of the case to the man's C.O. as soon as possible after the man's admission to hospital.

Court of inquiry to investigate causes of injuries.

25
Injuries
74

(i.) When a soldier is injured in any way when not on duty, by or through the fault of a civilian or civilians, and receives compensation from such civilian or civilians, in lieu of any future claim, the fact should be recorded in the proceedings of court of inquiry (if held) or on A.F.—B 117.

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4805

(ii.) If the medical officer certifies that the injury is of a trivial character, unlikely to cause permanent ill effects, no court of inquiry need be held, unless considered necessary under sub-para. (b), (c), and (d). A.F.—B 117 will then be attached to the soldier's medical history sheet (A.F.—B 178), on which it should be recorded whether the man was on duty and whether to blame.

(iii.) In the following cases a court of inquiry will be assembled to investigate the circumstances:—

- (a) If the injury is certified by the medical officer to be of a serious nature.
- (b) If, in the opinion of the C.O., doubt exists as to the cause of the injury.
- (c) If, in the opinion of the C.O., it is doubtful whether the soldier was on or off duty at the time he received the injury.

(d) In cases where for any reason it is desirable to thoroughly investigate the causes of injury.

(iv.) When no evidence as to the circumstances attending the injury, beyond that of the injured man, is forthcoming, it should be so stated in the proceedings. The court will not give any opinion, but the soldier's C.O. will record his opinion on the evidence, stating whether the man was on duty and whether to blame. The proceedings will then be sent to the brigade commander for confirmation, and the latter, in case of remission of hospital stoppages, will state on the proceedings whether he has remitted the full or half stoppages (see Allowance Regulations). A record will be made on A.F.—B 178, by the C.O., that a court of inquiry has been held, and also as to whether the man was on duty and whether to blame or not. This document will then be passed to the medical officer, who will record his opinion as to the effect of the injury on the man's service. Finally, the proceedings will be attached to the man's original attestation.

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Court of
inquiry on
prisoners of
war.

675. Whenever officers or soldiers are taken prisoners by an enemy, a court of inquiry, under Rule of Procedure 124, will be assembled under local arrangements to inquire into the conduct of the senior officer or soldier of the party, and, if the G.O.C.-in-C. considers it desirable, into the conduct of any other officers or soldiers of the party.

The court of inquiry will be held as soon as possible after the return of the prisoners.

When in consequence of the evidence adduced before a court of inquiry an opinion adverse to the character or military reputation of any officer or soldier is formed by the officer who determines the case so inquired into, the adverse opinion shall be communicated to the officer or soldier against whom it has been given.

The proceedings will be forwarded to the War Office.

Committees
and boards.

676. Committees and boards differ only from courts of inquiry in so far that the objects for which they are assembled should not involve any point of discipline. They will follow, as far as may be convenient, the rules for courts of inquiry, but are in no way bound by them.

Form of
proceedings.

677. All proceedings of courts of inquiry, committees, and boards for which special forms are not provided, are to be written on A.F.—A 2.

Boards and
courts held
in hospitals.

678. The hour for the assembly of boards or courts of inquiry in hospital will be arranged between O.C. units and the medical officer in charge.

SECTION IX.—TRAINING AND EDUCATION.

1.—MILITARY TRAINING.

General Instructions.

681. Information regarding the annual course and general instructions as to training will be found in the training manuals of each arm.

Standards of Professional Efficiency.

682. The general conditions of eligibility for proficiency pay are laid down in the Pay Warrant. Before a soldier can be regarded as in all respects physically capable of performing the duties of his rank in the arm of the service to which he belongs he will—

- (i.) In the cavalry, be a good horseman and man-at-arms.
- (ii.) In the artillery, reach the standard required by corps regulations.
- (iii.) In the infantry, combine physical endurance in marching with skill-at-arms.

683. The special qualifications which a soldier is required to possess before he can be regarded as having reached the necessary standard of professional proficiency are the following :—

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Class II.
Cavalry and infantry
Artillery, all branches

2nd class shot.
1st class gunner, or (in R.G.A.
only) qualified range-taker
(D.R.F.).

Class II.

Class I.
Cavalry and infantry
Artillery—
R.H.A., R.F.A.,
and heavy bat-
teries.

1st class shot or marksman.
Qualified range-taker, layer, or 1st
class driver.

Class I.

R.G.A.
Siege companies ...

Qualified layer or position finder.
Qualified layer, observer, or
telephonist.

Cavalry, artillery, and
infantry

Qualified signaller.

The standards required for the above qualifications, methods of examination, &c., will be as follows :—

Cavalry and infantry	{	Marksmen, 1st class	}	As laid down in Musketry Regulations, 1905, table "B" and para. 16.
		shot, 2nd class		
		shot		
		Qualified signaller	As laid down in Training Manual — Signalling, 1907, chapter 12.
Artillery, all branches	{	1st class gunner	As regulated by the Instructions for the Classification of Artillerymen for Proficiency Pay.
		Qualified signaller	As for cavalry and infantry.

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(K.R.)

R.H.A., R.F.A., and heavy batteries R.G.A.	Qualified range-taker	As laid down in Syllabus of Examination in Range-finding and Position-finding.	8 King's 103
	Qualified layer As regulated by Instructions for Practice Horse, Field and Heavy Artillery.	
	1st class driver As regulated by the Instructions for the Classification of Artillerymen for Proficiency Pay.	
R.G.A., coast defences companies	Qualified layer As regulated by Instructions for Practice Seawards.	
	Qualified range-taker (D.R.F.) and position-finder	As for qualified range-takers above.	
Siege companies Qualified layer, observer or telephonist	As regulated by Instructions for Practice, Siege Artillery.	

A qualified range-taker, position-finder, or observer, is one who has passed the examinations laid down in the Syllabus of Examination in Range-finding, Position-finding, and Observation of Fire.

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Any man who, through no fault of his own, is prevented from attending the examination, should be given an early opportunity of qualifying.

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1907

683A. Soldiers of the cavalry, artillery, and infantry who are eligible for proficiency pay, but are employed in educational establishments or in other positions (*e.g.*, at artillery depôts) where they cannot take part in the annual classification tests, will be dealt with as follows :—

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- (i.) Men serving on the staff of educational establishments (*e.g.*, the Riding Establishment, the Ordnance College, &c.) who have been specially selected for employment directly connected with fighting proficiency may draw proficiency pay (class I. or class II., as the commandant may decide) in virtue of such employment.
- (ii.) Men serving as orderlies or cooks at educational establishments, men employed (except as officers' servants) on any other work not connected with fighting proficiency, and bandsmen (but not trumpeters, fifers, pipers, or drummers) of the Household Cavalry, the regiments of Foot Guards, or the R.A. band, Woolwich, may, provided they have once passed the required test, be permitted by the G.O.C. to retain the class of proficiency pay for which they have qualified, provided that they again undergo the classification test as soon as facilities become available.
- (iii.) Men who, having once passed the required test, are at the time of annual classification undergoing a course of instruction, may retain the class of proficiency pay for which they have qualified until the next opportunity for such classification.

Service pay,
class I.

684. For the purposes of service pay a man is classified under

class I, so long as he reaches the required standard of efficiency. This consists of—

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1906

- (i.) A general standard for all arms.
- (ii.) A special standard for the several arms.
- (iii.) A third class certificate of education.

685. A fair standard of individual discipline and of physical and military efficiency will be required. (i.) General Standard.

The O.C. an unit will decide each man's case upon its merits.

686. (i.) An artificer, specialist, or tradesman should be thoroughly qualified in his trade, &c., and be proficient in the personal weapon with which he is armed. (ii.) Special Standard.

- (ii.) Cavalry
 - (iii.) Artillery
 - (iv.) Infantry
- } The standard for these arms will be that laid down for class I. proficiency pay.

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(v.) Engineers.—In addition to the conditions laid down in (i.), the sapper or driver should be thoroughly efficient as such.

(vi.) A.S.C.—A driver should be thoroughly capable of taking charge of at least a pair of animals.

A clerk should have a second class certificate of education at least, and be classified in his corps as not less than 3rd grade or "good."

A baker or butcher should have a trade classification of not less than "1st hand."

(vii.) R.A.M.C.—A private should not be less than a 1st or 2nd class orderly, in receipt of 3rd or 4th class rate of corps pay; but a 3rd class orderly or private of the general duty section may be included if considered by his C.O. to merit class I rates by reason of being specially qualified for any particular technical duty.

(viii.) A.O.C.—A clerk should be classified in the corps as not less than 3rd grade; an artificer as not less than 3rd class; a storeman as not less than assistant foreman, and a hammerman as skilled.

(ix.) Army Pay Corps.—The efficiency of a clerk should be judged by the quality of his work, and the general ability and intelligence he displays in performing it.

(x.) A.V.C.—A soldier should be thoroughly competent to perform the duties required of him, in addition to being a good groom and horsemaster.

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(xi.) Special employment.—The grant of class I service pay to soldiers still eligible for such pay who are employed in positions referred to in para. 683A will be governed by the rules laid down in that para. for the grant of proficiency pay, so far as they are applicable.

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687. A man who fails to reach these standards of efficiency, but Class II. is otherwise qualified, will be classed as class II.

Recruits.

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688. The P.M.O. will frequently inspect, or cause to be inspected, the recruits of all corps stationed in the command. He will satisfy himself that special care is bestowed upon the health of the recruits under training and that the gymnastic courses are carried out without the men being subjected to undue physical strain. Medical inspections.

All boys will, on enlistment, undergo a course of physical training of two attendances per week under qualified instructors until attaining the age of 18 years.

690. During the course of physical training, recruits will be under the surveillance of the officer in medical charge of the troops and will be specially paraded before him at his inspections. Medical surveillance during physical training.

He will bring to notice any backward recruits for whom a repetition of any portion of the recruit's course appears necessary, or who, at the termination of the course, are likely to profit by further dépôt training.

Instruction
of recruits
at dépôt.

691. Infantry recruits will be kept at the dépôts until they have completed the course laid down in Infantry Training and Musketry Regulations, unless insufficiency of barrack accommodation renders it necessary they should be transferred earlier.

Posting to
home
battalion.

692. Recruits will be sent in batches to the home battalion on the completion of the course. A.F. B 2091 and A.F. B 266 will be forwarded with each batch. Notice of the proposed move and numbers of party will be sent to the G.O.C.-in-C. at least ten days in advance, so that arrangements may be made for transport. The batches should as a rule be composed of complete squads of about 16 to 20 men, who have worked together as a squad throughout their dépôt training, one or more such squads composing each batch.

Militia Recruits.

Militia
recruits.

693. Militia recruits will be trained in accordance with the Militia Regulations. At the dépôt, militia recruits will be drilled in association with line recruits, and attached to the dépôt companies. When their number exceeds 80 the O.C. district may authorize their being formed into a separate company, with a colour-serjeant of the permanent staff as pay-serjeant.

694. Where the headquarters of a militia battalion are detached from the dépôt and are at a military station, the militia recruits will be lodged in barracks, and attached to the line battalion or detachment there quartered; they will be drilled by their own serjeants under the supervision of the O.C. station. In this case the recruits may be trained either on enlistment, or immediately before the training of their battalions.

Defence Electric Light Training.

Electric
light
training.

695. At stations where electric lights form part of the authorised scheme of defence, there will be weekly practices in electric light manipulation.

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The training of men in working these lights will be carried on continuously until a high standard of efficiency has been acquired. Training will then proceed as laid down in Appendix V, R.E., Corps Memo. No. 621. An annual training of twelve days' manning of all lights will be carried out, either in one period or two periods of six days each.

A return will be kept on A.F. B 147, showing the dates on which defence electric light practice has been carried out at each emplacement, and the duration of each practice.

Report.

A general report will be furnished on the 1st January through the coast defence commander at home, or the G.O.C. abroad, to the inspector of electric lights, forwarding copies of A.F. B 147 for the year, giving a short general narrative of the whole of the operations, and information under the following heads:—

- (i.) A statement of officers, N.C.Os. and men, available for manning electric light defences on mobilization, showing the unit to which they belong.
- (ii.) The general arrangement and distribution of the *personnel* when engaged in defence practice.

(iii.) A list of casualties and causes thereof.

(iv.) Report on any special operations carried out.

The report will be returned with the remarks of the inspector of electric lights.

The whole correspondence will then be transmitted through the usual channel to the War Office, and, in addition to any remarks the coast defence commander (or G.O.C. for a station abroad) may desire to make, he will specially record:—

(a) His personal opinion as to whether the electric light defence is in a satisfactory condition and fully efficient; and,

(b) Whether the remarks of the inspector of electric lights as to points for attention in future have been noted for guidance.

Any remarks or reports which it is considered necessary to make on—stores; experimental work; buildings—will be forwarded separately.

A diary will be kept at the station, regularly filled in and in **Diary.** readiness for inspection at any time, recording the number of men employed daily, and stating in full detail the work on which they are engaged.

Gymnastic Instructors and Gymnastic Training.

696. There should be at least three N.C.Os. in each regiment **Soldier.** or battalion, one in each battery or company of artillery, and one at each regimental or artillery dépôt, qualified and available to act as assistant instructors. Facilities must be given for all N.C.Os. under the rank of colour-serjeant in possession of gymnastic certificates to maintain their efficiency as instructors and in the performances of the exercises.

697. Appointments to the gymnastic establishment of the **Gymnastic** army will be made by selection from the N.C.Os. of the army, **establish-** by the inspector of gymnasia. Those selected will be super- **ment.** numerary to the strength of their corps.

698. Before appointment to the gymnastic establishment a candidate will undergo a probation of three months, after which a report will be made upon him by the O.C. dépôt and superintendent of gymnasia to the inspector of gymnasia. If the report is favourable, he will be confirmed in the appointment, and, if unfavourable, returned to his former corps. If subsequently found inefficient, instructors will be removed from their appointments under para. 302, but, before applying for their removal, the concurrence of the inspector of gymnasia will be obtained. If a reduction in rank is involved, the case will be referred to the War Office.

699. The appointment of duly certificated N.C.Os. to vacancies among the paid assistant instructors in the several gymnasia will be made by the G.O.C.-in-C. on the recommendation of his superintendent of gymnasia. An assistant instructor employed in the physical training of recruits in gymnastics will not be changed more frequently than is absolutely necessary. Notification of the necessity for the relief of a N.C.O. so employed will be sent to the superintendent of gymnasia in sufficient time to enable arrangements to be made.

700. The senior instructor at each gymnasium will be responsible **Care of** for its condition, and for the apparatus and stores. **buildings** **and ap-** **paratus.**

Instruction
of auxiliary
forces.

701. Officers and men of the auxiliary forces, when not assembled for service under the Army Act, are permitted to receive instruction in gymnastics and fencing in military gymnasia, when the latter are not required for the regular classes, subject to the approval of the general or other O.C. at the station, and on certain conditions specified in the regulations issued from time to time. This permission may be granted, under similar conditions, to persons in government employment.

702. For instructions regarding classes for officers and N.C.Os. at Aldershot, see paras. 776 to 779.

Machine Guns.

Machine
guns.

703. Instructions regarding the composition and training of machine gun sections will be found in the Musketry Regulations and in the Appendix to Training Manuals.

Musketry.

Musketry.

704. Instructions regarding musketry training are contained in the Musketry Regulations, and in the Appendix to Training Manuals.

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Range-taking.

Range-
taking.

705. Instructions regarding training in range-taking will be found in the Appendix to Training Manuals, in Field Artillery Training, and in the Syllabus of Examination in Range Finding and Position Finding.

Scouting.

Scouting.

706. Instructions for the training of cavalry and infantry scouts, the number to be maintained, and the award of badges, are contained in Cavalry Training and Infantry Training.

Signalling.

Number of
signalling
instructors.

707. In each of the undermentioned units the following proportion of officers and N.C.Os. who have qualified at a school of signalling will be appointed as instructors and assistant instructors :—

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Cavalry	One officer and one serjeant per regiment.
R.H.A. and R.F.A.	One officer in each brigade, and one N.C.O. below the rank of serjeant per battery.
R.G.A., including Hong Kong — Singapore battalion and Sierra Leone company.	One officer for each lieutenant-colonel's command, and one N.C.O. below the rank of serjeant to each company.
Mountain artillery	One N.C.O. below the rank of serjeant to each battery.
R.E.	One N.C.O. to each field company, field troop, and balloon company respectively.
Infantry	One officer and one serjeant to each battalion.
Mounted infantry	One officer and one serjeant to each battalion (when permanently formed).

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Arty.
546

708. Commanding officers are responsible that the following numbers of signallers are maintained and trained in the use of flag, heliograph, lamp and semaphore :—

Arm of the Service.	Numbers per squadron, battery, or company, etc.			Total numbers per regiment, brigade or battalion.			Remarks.
	Officers.	Corporals or bombards.	Privates.	Officers.	N.C.Os.	Privates.	
Cavalry	1	1	8 (c)	3 (a)	4 (b)	24 (c)	(a) Includes the regimental instructor. (b) Includes the assistant instructor, who with 6 privates (2 per squadron) are regimental headquarters signallers. (c) Not more than 2 per squadron may be lance-corporals.
R.H.A.	1	4	1	2	8	Two men (one from each battery) are brigade signallers. Three men (one from each battery) are brigade signallers.
R.H.F.A.	1	4	1	3	12	
R.G.A. (including local battalion and company)	...	1	4	All telephonists will also be instructed in signalling. There should, if possible, be an officer qualified to instruct in each of these units.
Mountain artillery	...	1	4	
Field company, R.E.	...	1	2	(a) Battalion instructor. (b) Includes the assistant instructor, who with 6 privates taken from companies are battalion headquarters signallers. (c) One company per battalion will have 1 corporal and 3 privates. (d) Not more than one per company may be a lance-corporal.
Field troop, R.E.	...	1	2	
Balloon company	1	2	(a) Battalion instructor. (b) Includes the assistant instructor, who with 3 privates taken from companies are battalion headquarters signallers. (c) One company per battalion will have 1 corporal and 3 privates. (d) Not more than one per company may be a lance-corporal.
Infantry	4 (c) (d)	1 (a)	2 (b) (c)	31	
Mounted infantry company (when permanently formed)	4 (c) (d)	1 (a)	2 (b)	15	(a) Battalion instructor. (b) Includes the assistant instructor, who with 3 privates taken from companies are battalion headquarters signallers. (c) One company per battalion will have 1 corporal and 3 privates. (d) Not more than one per company may be a lance-corporal.

Semaphore
signalling.

709. In addition to the trained signallers, all officers, N.C.Os. and a proportion of men (cavalry and infantry 20 per cent., other arms 6 per cent.) will be instructed in semaphore signalling without flags.

Proficiency in sending and reading only is required, and the intricacies of the trained signallers' system of message work may be ignored.

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Sketching and Reconnaissance.

Sketching.

710. Instructions for training officers and N.C.Os. in field sketching, reconnaissance, &c., will be found in the Manual of Map Reading and Field Sketching, Combined Training, and the training manuals of the various arms.

Execution
and disposal
of sketches.

711. A G.O.C.-in-C. should give every facility to officers and others who may be able and willing to make military sketches of any unmapped portion of the command, or to prepare reconnaissances or road reports within its limits. Work of this kind will not be undertaken without the approval of the G.O.C.-in-C., through whom it will be forwarded to the War Office, when completed.

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Sketches are
public
property.

712. Officers and others making such sketches must clearly understand that work of this nature, executed by them when serving on full pay, is public property; they are not entitled to compensation or remuneration for it, and they have no right to retain the originals or to be given copies.

Swimming.

Bathing
parades.

713. Swimming will be taught at all stations where facilities exist. During the proper season bathing parades will be formed, at the discretion of the C.O. for the purpose of instruction. The skilled swimmers in each company, &c., will be ascertained, and so distributed that there may be a sufficient number in each squad to teach the rest.

Prevention
of accidents.

714. Small piquets of expert swimmers will be told off daily during the bathing season to attend the bathing-places to prevent accidents. A copy of the Instructions for the recovery of the apparently drowned, printed by the Royal National Lifeboat Institution, will be posted up at the several bathing places, as well as in every hospital and barrack.

List of
swimmers.

715. A list of swimmers will be kept in each company, &c. Periodical trials, under the superintendence of an officer, will be made of men who have learnt to swim. The test, except where otherwise provided by regulation, will be to swim 60 yards in fresh water, or 100 yards in salt water, without resting or touching the bottom. A record will be made in the man's small book.

Swordsmanship.

Swordsmanship.

716. Instructions regarding the training in swordsmanship will be found in Cavalry Training.

2.—EDUCATIONAL ESTABLISHMENTS.

Royal Military Academy and Royal Military College.

717. For information regarding admission to the Royal Military Academy or Royal Military College, reference should be made to the special regulations, published in pamphlet form, regarding these institutions.

The Staff Colleges.

718. The Staff Colleges at Camberley and Quetta are maintained for the purpose of affording selected officers instruction in the higher branches of the art of war and in staff duties. An officer who has graduated at either of the colleges will have the letters *p.s.c.* recorded after his name in the Army List, and be eligible for staff employment. Object of the staff colleges.

The Staff College, Camberley—

719. The Staff College Regulations, which contain particulars as to the entrance examination and course of study at the college, &c., are placed on sale, and can also be obtained on application to the War Office. Regulations.

720. The college is open to officers of all arms, including the Indian Army and the Royal Marines, subject to certain limitations. The course lasts for two years. Twenty-four vacancies are filled by competition, and eight by nomination, annually. So far as the exigencies of the service admit, there is no limit to the numbers allowed to attend the entrance examinations. Admission.

In addition a limited number of officers of the permanent staff or permanent forces of Canada, Australia, New Zealand and South Africa, selected by the governments of those countries, may be permitted to undergo the course.

721. All C.Os., the commandants of the Royal Military Academy, Royal Military College, Schools of Musketry, of Gunnery, and of Military Engineering, and the Cavalry School will keep a list of officers under their command of three years' service and over, whom they certify to be in every respect thoroughly good regimental officers, and whom they recommend for admission to the Staff College, because their services on the staff would be valuable to the service and creditable to the regiment to which they belong. List of officers recommended for admission to be kept.

A copy of this list is to be furnished to each G.O.C. when a unit comes under his command, and also submitted to him at his inspection. The fact of an officer's name being added to or struck off this list should be reported to the G.O.C. The G.O.C. will take every opportunity of making himself fully acquainted with the officers on the selected lists of the units under his command. He should attach them to his staff on any occasions when their services can be profitably utilized, and particularly observe them during field operations. He will report fully on them when furnishing his annual confidential reports, especially with regard to their abilities and qualifications for staff employment.

If the G.O.C. considers that an officer on the selected list is not up to the standard required for the Staff College he will direct his name to be removed from that list and make a note of it in the officer's annual confidential report.

As a rule an officer will not be permitted to compete for the Staff College unless his name has been on the selected list for one year.

722. The examination for admission in January each year will commence on the first Wednesday in the preceding August. Date of examination.

723. The following certificates (A.F. C 2112) will be required in regard to an officer before he is permitted to attend the examination. They will be forwarded through the usual channels so as to reach the War Office, satisfactorily completed, between 1st April and 31st May. Certificates and qualifications.

Certificate A.

- (i.) That his age will not exceed 35 years at the date fixed for examination.
- (ii.) That he will have a service of not less than 5 years previous to examination, exclusive of any leave of absence, other than the usual leave annually granted to officers or the leave on first appointment.
- (iii.) That, if not already a captain, he has qualified for promotion to that rank.

Certificate B.

That he is a good horseman.

Certificate C.

From a medical board to the effect that he is in good health and physically fit for the active duties of the staff, that his eyesight is within the standard laid down for candidates for commissions, and that his hearing is good.

Certificate D.

From his C.O.—

- (i.) That he is in every respect a thoroughly intelligent and good regimental officer.
- (ii.) That his name has been recorded since (naming the date) on the selected list (referred to in para. 721).
- (iii.) That he is an officer whom he (C.O.) would select to serve on his own staff.

Certificate E.

Satisfactory reports under the following headings given confidentially and independently by the C.O. and the two next senior officers of his unit, one of whom, in the case of R.A., must be the major in command of the candidate's battery or company :—

- (i.) Whether his conduct is marked by steadiness and prudence, and he is temperate in his habits?
- (ii.) Whether he is active and energetic, and has force of character?
- (iii.) Whether he displays zeal, activity, intelligence and discretion in the performance of his duties, and takes an interest in his profession?
- (iv.) Whether his disposition and temper are such as to enable him to perform his duties with tact and discrimination, and in a manner calculated to ensure cheerful obedience of orders conveyed by him?
- (v.) Whether he has any other characteristics which render him suitable or otherwise?

In the case of an officer serving away from his own unit, certificate E should be furnished by a senior officer of that unit, in addition to the copies of this certificate furnished by the officers under whom he is serving at the time.

Certificate F.

From a G.O.C. that he has personally made himself thoroughly acquainted with the professional qualifications and character of the officer; and that he considers him in all respects fit for employment on the staff.

This certificate will, when possible, be signed by the G.O.C. under whose immediate orders the officer is serving. If the G.O.C. has not sufficient knowledge of the officer, or is in any way doubtful of his suitability as a staff officer both in the field and in an office, he will attach him to his staff for such time as he

may consider necessary to enable him to form an opinion, choosing some occasion when the attachment will be a real test of the officer's capacity and qualifications in both respects.

In the case of an officer serving in an appointment or command where it is impossible to observe his work in the field, the G.O.C.-in-C. will arrange for his attachment to the staff of a G.O.C. at some other place where the spirit of these regulations can be carried out.

Except as a special case, with regard to which reference must be made to the War Office, this certificate will not be accepted if it was signed more than a year before the date of the officer's first application to attend the entrance examination.

A candidate is himself responsible that the above certificates are obtained in time, and should give ample notice through his C.O. of his wish to compete at an examination. He should usually give this notice before the beginning of the training season preceding the date on which his application is to be submitted to the War Office, in order that he may make sure of the G.O.C. being in a position to furnish certificate F., when the candidate's application reaches him in due course.

724. An officer who furnishes the certificates D, E, or F, must bear in mind the extreme importance of them. He is not to content himself with merely answering the questions asked in them, but should endeavour to report fully and clearly on the candidate's suitability in all respects for the responsible duties of the staff. Both his strong and weak points should be described. In selecting an officer for nomination to the Staff College these certificates are carefully considered and they carry great weight. If an officer, while at the Staff College, proves himself clearly unfitted for staff employment, this fact will be noted by the Army Council as showing a want of judgment and capacity in the officers who recommended him.

Responsibility of officers furnishing certificates.

725. An officer serving at the dépôt will make his application to attend the examination through the O.C. the dépôt. This officer will obtain from the O.C. the candidate's battalion or regiment certificates D, and E., and will then forward them with the remaining certificates prescribed in para. 723 and his own replies to the questions in E.

Application when at dépôt.

726. An officer holding the appointment of adjutant of auxiliary forces will not be permitted to attend the examination, and, after vacating his appointment, he will be required to serve for one year with his regular unit before he can be considered eligible to join the college.

Officer holding adjutancy of auxiliary forces.

727. A candidate whose certificates have been accepted by the War Office will not be required to furnish certificates B, and F, again, should he apply to compete at a subsequent examination. The G.O.C., however, in forwarding such subsequent application, should make any remarks which he may consider useful to higher authority.

Officers applying more than once.

728. The examination of candidates for entrance will be superintended by boards consisting, if possible, of three field officers; in no case should the president be below that rank. At a station abroad a G.O.C.-in-C. will assemble the board. A candidate serving at home will attend the examination held in London.

Board of examination.

729. The printed questions will be sent from the War Office. The examination must be conducted with strictness and in accordance with the programme and detailed instructions issued.

Examination to be strictly conducted.

Names
published
in Army
Orders.

Training
with other
arms.

Staff
College,
Quetta.

Regulations
for
admission.

Object of
Ordnance
College.

The
Ordnance
Course.

Adjutant of
auxiliary
forces.

730. The names of successful candidates at the entrance examination and of those nominated will be published in Army Orders in the order of seniority of their regiments.

731. G.Os.C.-in-C. and C.Os. of units to which officers, while at the Staff College, are attached for training with other arms and to perform staff duties, are responsible that the course laid down in the Staff College Regulations is strictly pursued, and they will furnish reports on the conclusion of the period.

The Staff College, Quetta.—

732. The Staff College, Quetta, is open to officers of all arms on the Indian establishment, except officers of the A.S.C. specially appointed to the Supply and Transport Corps for fixed periods.

733. The entrance examination is held in India.

734. An officer who has been notified in India Army Orders as successful in the examination for admission to, or as granted a nomination for, the Staff College, Quetta, and who would otherwise be subsequently removed from the Indian establishment, will be permitted to complete his course at the Indian college.

735. The regulations for admission to the Staff College, Quetta, are, as far as practicable, similar to those for admission to the Staff College, Camberley. The only alterations are those which are necessitated by local conditions. The regulations for the Staff College, Quetta, are obtainable on application to the Chief of the Staff, Army Headquarters, India, or to the Director of Staff Duties, War Office.

736. The fact that a staff college is established in India does not preclude officers of either the British service on the Indian establishment or of the Indian army from being eligible for admission to the Staff College, Camberley, under the regulations which govern admission to that college.

The Ordnance College.

737. The principal objects of the Ordnance College are to give technical instruction to officers, warrant officers, N.C.O.s and men, and to train artificers. Details as to courses will be found in the Ordnance College Regulations. Information can also be obtained by direct application to the commandant, Ordnance College, Woolwich.

738. The ordnance course is open to 16 officers of the army and Royal Marines, subject to certain limitations. Application from an officer to attend will be made through his C.O., even if the applicant is on leave. Applications will be received at the War Office between 1st April and 31st May.

Selected candidates will be required to pass a qualifying examination in elementary algebra, trigonometry and mechanics. The examination is held on the first Tuesday in August, and will be conducted under the conditions laid down in paras. 728 and 729.

The course at the college will last one year, commencing about 1st January, and will consist of instruction in gunnery, matériel, store accounting, machinery, chemistry, metallurgy, electricity and optics.

739. An adjutant of auxiliary forces will not be permitted to attend the examination, and, after vacating his appointment, he

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will be required to serve for one year with his regular unit, before becoming eligible to join the college.

740. To enable an officer to compete for the ordnance course he must :— Qualifications required.

(i.) Comply with the conditions laid down in para. 723 certificate A (i.) and (iii.), certificate C, certificate D (iii.), and the whole of certificate E, except that for question (v.) will be substituted :—

(v.) Has he any characteristics which qualify him specially for employment in the Ordnance Factories, the Inspection and Experimental Staff, or A.O.D. ?

(ii.) At the date of the examination, have not less than five years' commissioned service, exclusive of leave, other than the usual leave granted annually and leave on first appointment.

(iii.) Be certified, by his C.O., as in every respect a thoroughly intelligent and good regimental officer and of good business habits.

741. At the completion of the course, eight officers may be selected for another year of study. They will constitute the advanced class. The following are also eligible for selection to join the class, should vacancies exist, viz. :— Officers of not higher rank than regimental major, who, having passed the ordnance course, are prepared to undergo a qualifying examination in mathematics. Officers will also be required to send in for inspection the notes of any work they may have carried out since leaving the college. Applications should reach the War Office between 1st April and 31st May. The selected officers will be directed to communicate with the commandant, Ordnance College, who will give them any information required, and carry out the examination referred to. The additional year spent at the Ordnance College will be taken into consideration when selecting officers for the higher departmental appointments. Advanced class.

742. An officer who has passed the advanced class at the Ordnance College will, as a rule, be selected in preference to others for the inspection and experimental staff of the Director of Artillery, the inspection staff of the A.O.D., the staff of the Ordnance Factories, and of the Ordnance College, and also for appointment as ordnance officer, 4th class; the last mentioned appointments may also be filled by an officer who has passed the ordnance course. Appointments in A.O.D., &c.

743. An officer who has passed the advanced class will have the letters *p.a.c.* recorded after his name in the Army List. An officer who has passed the ordnance course only will have the letter *o* placed against his name. Distinction in Army List.

744. The nature, duration, and date of formation of other courses at the college are published in Army Orders of December.

Gunnery staff course.—Officers and N.C.Os. will join the Ordnance College on the dates published in Army Orders. An officer selected for this course will accustom himself to the use of the slide rule before joining. Gunnery staff course.

Master-gunnery's course.—A staff-serjeant or serjeant R.A. only eligible; must be under 32 years of age; first class certificate of education; and not less than a very good character. A N.C.O. of the R.A. clerks' section is ineligible. Master gunners' course.

Applications will reach the War Office by 1st December.

The course will commence on 1st April, and last ten months.

Artificers' course.

Artificers' course.—A N.C.O. or man recommended must be of good character, and should have worked at his trade before he enlisted.

He will be tested before recommendation. The test for a smith, fitter, or wheeler is shown in Appendix XX.

An application may, at any time, be submitted to the commandant, Ordnance College, but in the case of a N.C.O. or man of the R.A., through the officer i/c records.

The duration of the course depends on the abilities and previous training of the man.

A.O. 179.

1905

8

King's

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S.—SCHOOLS* AND CLASSES OF INSTRUCTION.

General Instructions.

Dates of classes.

745. The dates on which classes will be formed (if not already fixed) will be notified to the War Office by commandants of schools by 1st October, together with any suggested amendments to dates already laid down. These will then be published in Army Orders of December.

Allotment of vacancies.

746. A G.O.C.-in-C. at home will be informed by commandants of schools (except when selections for courses are made at headquarters) of the number of vacancies allotted to his command, and 14 days before the assembly of a class will furnish commandants with a return of officers and N.C.Os. detailed to attend.

Requirements of battalions abroad.

747. As a general rule the O.C. a unit abroad (except in India), will inform the officer i/c records what number of soldiers specially trained as cooks, gymnastic instructors, roughriders, pioneers, saddlers, farriers, &c., he requires. The O.C. the home unit or dépôt, on being notified of requirements by the officer i/c records, will be responsible that the men are trained at schools, &c.

Submission of application.

An application for an officer or N.C.O. stationed abroad will, unless otherwise directed, be sent through the general commanding so as to reach the commandant of the school two months before the date of assembly of the class, except in the case of a station in the Mediterranean from which an application may be received two weeks later. In the case of an officer an application will not be put forward unless he has served at least two years abroad during his current tour of foreign service. The commandant of the school will notify as early as practicable (if necessary by telegram) to the general officer concerned the names of those who can be received, and will make the necessary arrangements as to quarters, &c. Unless a public opportunity is available, an officer will be required to make his own arrangements and bear all expenses with regard to passages from and to his station; and the grant of a passage by public opportunity for the homeward voyage will not entitle an officer to a similar passage for the return journey. A N.C.O. or man can only come home provided a public opportunity is available, and he returns in a like manner on completion of instruction.

Documents to accompany soldier sent to a class.

748. The following documents of the N.C.Os. and men selected, in addition to any mentioned in the special instructions for each case, will be sent to the officer to whom the application was addressed:—medical history sheet, company conduct sheet, statement of accounts.

* These schools are arranged in alphabetical order.

749. An officer at home on leave from abroad desiring to attend a class, will apply direct to the commandant of the school or other officer named in the special instructions for each school. He will only be permitted to join a course if he has obtained the written consent of his C.O. (which should be attached to the application) and also if the period of his leave covers the length of the course and allows him time to rejoin his unit on its completion.

Officer on leave from abroad.

An O.C. unit abroad will take advantage of officers and men going home on leave or furlough to apply to send them to classes.

A soldier abroad, who, in exceptional circumstances, to be decided by the general commanding, is required to undergo a course, will be sent home by public opportunity. A passage by packet will not be authorised without War Office authority.

Soldier abroad.

750. An officer or civil or military subordinate of the Indian army at home on leave, may attend a class provided accommodation is available, and expense to British army funds is not incurred thereby. An application should be addressed direct through the India Office to the commandant or the officer named in the special instructions.

Indian army.

751. Instructions regarding the attendance of officers and men of the auxiliary forces at schools, or to be attached to the regular forces, are contained in the militia, yeomanry, and volunteer regulations respectively.

Auxiliary forces.

752. A N.C.O. or man at the date of his selection for any of the classes mentioned in paras. 794, 820, and 821 must have at least 4 years' unexpired service. A N.C.O. or man selected for another class of instruction need not necessarily have so much unexpired service; but, in selecting a suitable candidate for any such class, a C.O. will take into consideration the length of his unexpired service.

Qualifications as regards service.

753. Officers and men of colonial, military, or police forces under the jurisdiction of the Colonial or Foreign Office, may attend schools or be attached to regular units, provided accommodation is available, expense to army funds is not incurred thereby, and that applications to generals commanding, or commandants of schools, are submitted through the Colonial or Foreign Office, or the Agent-General of the Colony concerned.

Colonial forces.

754. An officer or soldier who, while attending a course, is found by the commandant to be unlikely to become an efficient instructor, will be remanded to his unit. A report of the case will be made to the general commanding concerned.

Report of inefficiency.

Special Instructions.

Army Service Corps School of Instruction, Aldershot.

755. The following classes will be held :—

- (i.) For senior officers A.S.C. in A.S.C. duties, lasting five months.

A.S.C. School.

A limited number of officers belonging to other arms may attend these classes. Such officers must have passed the Staff College, or not being below the rank of captain, have been recommended for the Staff College. Applications to attend will be sent through the G.O.C.-in-C., Aldershot Command, except in the case of A.S.C. officers, who will be detailed from the War Office.

- (ii.) For regimental officers of the regular forces, in judging provisions, forage, &c., lasting 18 working days.

Applications to be sent through the G.O.C.-in-C., Aldershot Command.

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A.S.C.

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- (iii.) For officers and N.C.Os. of the auxiliary forces in supply duties, lasting one fortnight.

Applications to reach G.O.C.-in-C., Aldershot Command, on 1st April and 1st June.

- (iv.) For officers and N.C.Os. of the auxiliary forces in transport duties, lasting one fortnight.

These classes are also held at Woolwich, Longford and Manchester, and applications to attend will reach the G.O.C.-in-C. concerned by the 1st March and 1st May.

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A.S.C.
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Balloon School, Aldershot.

Balloon School.

756. Classes of instruction in ballooning, lasting about six weeks, for officers, will be assembled at Aldershot.

The number of officers to be received are published annually in Army Orders of December.

Qualifications.

The qualifications for this course are :—

- (i.) Weight not to exceed 11 st. 7 lb. in ordinary uniform (special cases of somewhat heavier weight may be considered).
- (ii.) Good eyesight.
- (iii.) Fairly good sailor.
- (iv.) Good sketcher.

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King's
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Applications to be forwarded to the G.O.C.-in-C., Aldershot Command, not later than one month before the commencement of the course.

Cavalry School, Netheravon.

757. A G.O.C.-in-C. will furnish the commandant, Cavalry School, with the names of all officers and N.C.Os. selected to attend, one month before the assembly of each class (except in the case of cavalry captains, when the name will be furnished by the 1st of January), specifying, where there is an alternative, the dates on which it is desired that they should attend ; the commandant will then arrange, as far as possible, to meet his wishes.

Copies of the syllabus of instruction may be obtained upon application to the commandant, Cavalry School.

Examinations.

Examinations in the following subjects will be conducted during the cavalry subalterns' and N.C.Os. courses :—

Cavalry duties—

By the commandant, Cavalry School.

Pioneering subjects—

By the commandant, School of Military Engineering, Chatham.

Veterinary subjects—

By the Director-General, Army Veterinary Service.

Results of examinations.

The commandant, Cavalry School, will forward to the War Office results of the examination of each officers' class, and will also communicate the names of both officers and N.C.Os. who qualify, in order of merit, to G.Os.C.-in-C. concerned for publication in orders ; reporting at the same time, confidentially, the names of those who fail.

Certificates.

Certificates will be issued to those officers and N.C.Os. who are successful. A copy of the certificate, or of the report in the case of failure, will be attached to the officer's confidential report.

Cavalry subalterns.

759. The cavalry subalterns' course will be of about ten months' duration.

42
Cavalry
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Cavalry.

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A candidate must be a thoroughly efficient regimental officer, of not less than three years' service, of good physique, a good horse-man, must have a good knowledge of practical field sketching and map reading, have passed for promotion to the rank of captain, and be certified by a medical officer as being physically fit to undergo the course. Qualifications.

An unbroken remount will be provided at the school for each officer.

758A. Classes for cavalry captains before being appointed to command squadrons will be of about six weeks' duration. Cavalry captains.

Officers detailed from regiments at home will take with them to the school two unmarried soldier servants and two trained chargers. Servants and horses.

For those detailed from regiments abroad, servants and chargers will be provided at the school.

759. The N.C.Os' class will be of about eight months' duration. Cavalry N.C.Os. Care in selection.

A C.O. will be careful to select only those N.C.Os. who are, in his opinion, not only likely themselves to benefit by the instruction, but to prove the most efficient instructors on return to their unit.

A married N.C.O. attending the course will not be accompanied by his wife and family. Families.

Each N.C.O. detailed from a regiment at home will be accompanied by one unmarried fatigue man and two trained horses. Fatigue men and horses. For each N.C.O. detailed from a regiment abroad, one fatigue man and two trained horses will be provided at the school. The fatigue man will be paid by the N.C.O. at the rates laid down in para. 1343.

An unbroken remount will be provided at the school for each N.C.O.

760. There will be a class for about five R.H.A. officers, not above the rank of captain, of three months' duration annually. R.H.A. officers.

These officers will take with them servants and chargers as for cavalry officers as mentioned in para. 758.

761. Classes of a fortnight's duration for about seven senior yeomanry officers, who hold certificates for the rank of major, will assemble during the summer as may be found most convenient. Senior yeomanry officers.

These officers will be provided with servants and horses at the school.

Equitation Class for N.C.Os and Men of the R.A. and R.E. to be Trained as Roughriders.

762. Equitation classes for R.A. and R.E. will be held as follows :— as R.A. and R.E.

Woolwich—For R.A., 1st January, 1st May, and 1st September each consisting of 16 N.C.Os.

Aldershot—For R.E., as required, under arrangements to be made by the O.C. troops and companies R.E., Aldershot.

School of Cookery, Aldershot.

763. Classes to train N.C.Os. for the appointments of serjeant-cook and second cook in the regular forces will assemble on Serjeant-cook.

(K.R.)

the dates notified annually in Army Orders. The duration of each class is 3 months.

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Applications.

An application will be sent to the staff officer i/c School of Cookery, Aldershot, accompanied by A.F.—B 114 and copies of the applicant's conduct sheets.

Second cook.

Candidates must be of good character and possess a second class certificate of education. Those for training as second cooks should be selected from the corporals or lance-corporals.

Contribution.

A contribution of £1, on account of each selected candidate, will be paid out of the funds of the regimental institute to the staff officer i/c the school.

Certificate.

A provisional certificate will be given to the N.C.Os. who complete the course satisfactorily, but the parchment certificate of qualification will not be issued until the N.C.O. has been reported by his C.O. to the staff officer i/c School of Cookery, Aldershot, to have undergone a satisfactory probation of 3 months in the appointment of serjeant-cook. This certificate will not be applied for, unless the N.C.O. is about to take up permanently the position of serjeant-cook of the unit, as the issue thereof signifies confirmation of appointment.

Classes for militia will assemble on the dates notified annually in Army Orders. The duration of each class is 3 months.

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Schools of Electric Lighting at Portsmouth and Plymouth.

Electric lighting.

764. Details regarding the courses of instruction for officers and men of the R.E. at these schools are given in R.E. corps memoranda.

In the case of officers and men of the auxiliary forces (R.E.) the details of the courses are given in the militia and volunteer regulations.

School of Gunnery. (Royal Horse and Royal Field Artillery.)

R.H.A. and R.F.A.

765. The school is established for the instruction of officers and N.C.Os. of the R.H.A. and R.F.A., and provides an instructor in gunnery for each of the practice camps.

The headquarters of the school are at Shoeburyness from 1st October to 31st March, and at Okehampton from 1st April to 30th September.

The chief instructor is responsible for the instruction in gunnery at Shoeburyness.

He will report direct to the Director of Military Training in all matters pertaining to his instructional duties.

Particulars of the various courses of instruction are published annually in Army Orders.

Gunnery staff course, officers.

766. The gunnery staff course is primarily intended for training officers as instructors in gunnery. For particulars as to qualifications, certificates, &c., see para. 772.

Short-course officers.

767. The short course is intended primarily for officers who have been away from regimental duty.

Those not below the rank of captain are eligible.

Applications to attend will be submitted through the usual channel to the chief instructor, School of Gunnery for R.H.A. and R.F.A., three weeks prior to the date fixed for the course to assemble.

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K.R.
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K.R.

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768. A short course for junior officers is established for :—

Short course,
junior
officers.

- (i.) Officers on first appointment ; and
- (ii.) Subaltern officers, already serving, who have not passed through the Royal Military Academy, or undergone a course at the School of Gunnery.

Applications will be submitted as in para. 767.

769. For particulars as to qualifications for the N.C.Os. short course, see para. 775.

Short course,
N.C.O.

A N.C.O. who has failed to pass on examination at the School of Gunnery, or has been returned to duty from a course for misconduct, is not eligible for this course.

770. In the selection of officers for appointment as instructors in gunnery, preference will be given to those who have obtained a school of gunnery certificate, and a certificate from a school of signalling.

Appoint-
ment of in-
structors and
assistant
instructors.

The selection of battery-serjeant-major-instructors in gunnery will be from N.C.Os. who have passed through a course at the school, and who have reached the rank of serjeant when a vacancy occurs. The tenure of the appointment is for four years, after which the instructor will return to regimental duty as battery-serjeant-major.

School of Gunnery. (Royal Garrison Artillery.)

771. The School of Gunnery for coast and siege artillery, including the establishments at Shoeburyness and Lydd, of which the commandant, School of Gunnery, is the head, is established as a central school for special instruction in gunnery.

R.G.A.

It is the duty of the commandant, School of Gunnery, to :—

- (i.) Ensure uniformity in the gunnery training of the R.G.A. supervise the gunnery instruction in the various coast defence commands at home, and decide points which may be at issue locally.

- (ii.) Review the practice reports of all garrison artillery units.

With a view to carrying out (i.) he will correspond with general and other officers appointed to command R.G.A. He will visit the headquarters of coast defence commands as he may find necessary ; and will arrange the dates of those visits in consultation with the commander of the coast defences.

He will report direct to the Director of Military Training in all matters pertaining to his instructional duties.

Particulars of the courses of instruction at the School of Gunnery, R.G.A., are detailed annually in Army Orders. The following special provisions refer to certain courses :—

772. An officer to be selected for the gunnery staff course must possess the following qualifications :—

Gunnery
staff course,
officers.

- (i.) A service of six years if from R.F.A., or seven years if from R.G.A., exclusive of any leave of absence other than the usual leave granted to officers annually, or leave on first appointment.
- (ii.) A certificate from his C.O. that he is an intelligent and thoroughly good regimental officer, and is in every respect likely to fill satisfactorily the appointment of instructor in gunnery.
- (iii.) Good powers of vision, good hearing and physical fitness (to be certified by a medical officer).
- (iv.) The questions with regard to him, specified in para. 723 in connection with entrance to the Staff College, except under sub-head D (ii.), must be replied to in a satisfactory manner.

An officer who passes the examination at the end of the course will be granted a certificate, and will have "g" recorded against his name in the Army List.

Names of officers recommended will be forwarded when called for from the War Office.

Gunnery
staff course,
N.C.Os,
R.G.A.

773. Gunnery staff course for N.C.Os., R.G.A.

For qualifications for the N.C.Os. gunnery staff course, application, &c., see para. 775.

As a rule, only N.C.Os. who have been through the short garrison course and are recommended will be accepted for this course. Exception may be made in the case of a N.C.O. serving abroad who has been unable to go through that course, and is specially recommended by his C.O.

The numbers are limited to 20 from home stations and 20 from abroad.

Short
course,
N.C.O.

774. Short course for N.C.Os.

A three months' course for N.C.Os. having the qualifications shown in para. 775.

In selecting N.C.Os. for this course care will be taken not to include the names of those likely to be required for drafts during the continuance of the course.

A N.C.O. who fails in this course, or is remanded to his unit for misconduct, will not be recommended for any course at the School of Gunnery for two years.

A N.C.O. who passes satisfactorily will be recommended for the gunnery staff course.

Gunnery
staff course.

775. For the gunnery staff course—

The qualifications for N.C.Os. to attend courses at the School of Gunnery and the method of application are as follows :—

Qualifica-
tions.

- (i.) Three years unexpired service.
- (ii.) Second class certificate of education. Ability to express himself clearly, both verbally and in writing.
- (iii.) Very good character and recommended for promotion.
- (iv.) Good powers of vision, good hearing and medically fit for hard work (to be certified by a medical officer).
- (v.) Proficiency in drill, good knowledge of equipment and ammunition.

Applica-
tions.

An application to attend will be submitted on A.F. B. 91, together with copies of conduct sheets :—

From a home unit : By coast defence commander, to commandant, School of Gunnery, to reach him by 31st July.

From a unit abroad : By G.O.C.-in-C., to reach the War Office by 20th July.

Short
course,
R.H.A. and
R.F.A.

For the short course R.H.A. and R.F.A. the qualifications are the same as for the gunnery staff course.

An application to attend will be submitted on A.F. B. 91, by the brigade commander, to the chief instructor, School of Gunnery (R.H.A. and R.F.A.), three weeks prior to date fixed for course to assemble.

Short
course,
R.G.A.

For the short course R.G.A. the qualifications are :—

- (i.) At least one year's service and three years' unexpired service.
- (ii.), (iii.), (iv.) and (v.). As for gunnery staff course.

An application to attend will be submitted on A.F. B. 91, by coast defence commander, to the commandant, School of Gunnery, three weeks prior to date fixed for course to assemble.

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S. of G.

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Gymnasia.

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King's
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776. Classes for officers desirous of qualifying for the appointment of superintendent of gymnasia will be formed at Aldershot early in January, May and September. The course will last six months. Applications will be sent to the inspector of gymnasia, Aldershot.

Gymnastic classes.

A candidate should be between 24 and 30 years of age, be passed medically fit, and show capacity for command, powers of organisation, and of imparting knowledge to others, and energy, tact and judgment. Only those officers who are qualified and recommended for promotion regimentally will be accepted.

777. Classes for adjutants and sergeant-majors of cavalry regiments, artillery brigades, infantry battalions, and all R.A., R.E., infantry, and A.S.C. dépôts, and for warrant officers and N.C.Os. of the Military Provost Staff Corps, for instruction in physical training, will assemble at Aldershot on dates to be notified in Army Orders. The course will last 15 working days, and applications to attend it may be sent in at any time to the inspector of gymnasia, Aldershot. A limited number of officers other than the above may attend these classes under arrangements to be made by the C.Os. concerned with the inspector of gymnasia, Aldershot.

Adjutants, sergeant-majors, &c.

778. Classes for schoolmasters for instruction in physical training will take place under arrangements to be made by inspectors of army schools with the superintendent of gymnasia concerned.

Schoolmasters.

779. Classes for N.C.Os. will be formed at Aldershot early in January, May and September, and will last four months (cavalry N.C.Os. six months). Applications to be made to inspector of gymnasia, Aldershot. Candidates must not be below the rank of corporal, be passed medically fit, be between 20 and 28 years of age, be physically strong and active, and show marked ability as drill instructors, and in imparting instruction. At stations where there is a gymnasium candidates will be examined by the superintendent before their names are sent in, and every facility should be given them to attend at the gymnasium for at least a month before they leave to join the class. When there is no possibility of carrying out this examination only such N.C.Os. are to be selected as appear likely to prove suitable.

N.C.O's.

Royal Army Medical College.

780. (i.) Classes of instruction, under para. 855 (viii.), lasting six months, for captains of the R.A.M.C., in the subjects for examination for promotion to the rank of major, commence on the 1st February and 1st August in each year.

Captains R.A.M.C.

(ii.) All other officers of the R.A.M.C., and officers of the Indian Medical Service, may attend, by permission of the Army Council, for instruction or to work in the laboratories, under arrangements to be made by the commandant.

Officers R.A.M.C. and I.M.S.

(iii.) Classes of instruction for lieutenants who are on probation for the R.A.M.C. and the Indian Medical Service, lasting two months, commence on the 1st May and 1st November.

Lieutenants on probation.

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Medical
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Lieutenants.	(iv.) Lieutenants who are on probation for the R.A.M.C. will also attend special classes of instruction for three weeks prior to the classes mentioned in (iii.).	43
		Medical 55
N.C.Os. and men.	(v.) Classes to train N.C.Os. and men of the R.A.M.C. as laboratory attendants, lasting six months, and as attendants in skiagraphy and electro-therapy, lasting twelve weeks, are assembled at dates fixed by the commandant.	

Royal Army Medical Corps Schools of Instruction, Aldershot.

The Training School—

Training school.

781. The following classes will be held :—

- (i.) For officers on probation for the R.A.M.C. and Indian Medical Service lasting two months (March-April, September-October).
- (ii.) For officers of the Army Medical Reserve, lasting two months, at dates arranged by the War Office.
- (iii.) For yeomanry medical officers, lasting fourteen days, at such dates as are arranged by the commandant.
- (iv.) For militia medical officers, lasting one month, at such dates as are arranged by the commandant.
- (v.) For volunteer medical officers, lasting fourteen days or one month, according to rank, at such dates as are arranged by the commandant.

The School of Army Sanitation—

School of army sanitation.

782. Classes in army sanitation for officers, N.C.Os. and men of the regular and auxiliary forces, stationed in the Aldershot command, will be held under the orders of the G.O.C.-in-C. that command.

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School of Military Engineering, Chatham.

Cavalry pioneer class.

783. A cavalry officers' and N.C.Os. pioneer class lasts about one month. At least one officer and one serjeant, will be detailed annually from each regiment at home. Exemptions in exceptional cases may be authorised by officers not under the rank of brigadier-general.

A.O. 82
1906

Officers must have not less than three years' service.

Soldiers should have an aptitude for the subject.

Pioneer-serjeants' classes.

Classes for N.C.Os. and privates of regular and militia battalions to qualify for the appointment of pioneer-serjeant, will last about three and a-half months.

A.O. 121
1906

Candidates, who should belong to the building trade (carpenters preferred) must possess a second class certificate of education, or, in the case of candidates from the militia, have passed an equivalent examination. They should also, when practicable, be tested by a division officer, R.E., as to their technical knowledge of a suitable trade, or, failing such test, produce evidence that they are in possession of such knowledge.

School of Instruction for Mounted Infantry, Longmoor.

Mounted infantry training.

784. The training of mounted infantry in the United Kingdom is carried out at the Mounted Infantry School, Longmoor, in accordance with special instructions which are issued from time to time.

The duration of each training is three months.

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M.I.
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785. The War Office will inform G.Os.C-in-C. of the battalions in their commands which will be required to furnish company commanders, mounted infantry sections, and machine gun sections.

Temporary battalion (mounted infantry) headquarters will be detailed by G.Os.C-in-C. on the recommendation of the commandant Mounted Infantry School.

786. The training will be carried out so as to ensure, as far as possible, that all battalions on the home establishment have an equal proportion of trained mounted infantrymen.

787. In order that full benefit may be derived from the course, C.Os. are to select for it only those officers who have at least two years' service, power of command, and an aptitude for imparting instruction. They must have been through a trained soldier's course of musketry.

Qualifications—
officers.

It is also desirable that the officers selected should have some knowledge of horsemastership and it is necessary that they should be able to ride.

Officers selected to command companies must, except under special circumstances, have already been through a mounted infantry training.

An officer will not be detailed to take charge of a machine gun section who has not been previously trained in the maxim gun.

788. A N.C.O. or man selected must be a fully trained infantry soldier and fulfil the following conditions ; he will

N.C.Os. and
men—conditions.

- (i.) Be at least a 2nd class shot.
- (ii.) Be active, energetic, of good physique, and medically fit for mounted service.
- (iii.) Not be of excessive weight.
- (iv.) Be a thoroughly efficient and well-conducted soldier.

789. A cold-shoer who is detailed should, if possible, have had previous experience as such. The commandant is authorized to select at the end of a course, with the concurrence of his C.O., any man whom he considers eligible for shoeing-smith to remain at the school for a further period of one year.

Cold-shoers
and shoeing-
smiths.

A saddler who is detailed will be required to undergo a period of six months' training, and in order to do so, will be attached to the A.O.C. at Aldershot for three months' preliminary instruction prior to the arrival of his own detachment at the school.

Saddlers.

If, at the end of their training, saddlers are recommended by the commandant as suitable men to be sent to the Royal Dockyard, Woolwich for a long course, C.Os. are held responsible that this is carried out.

790. Any officer, N.C.O. or man, sent back to his battalion within a fortnight from the commencement of the training, may be replaced by an untrained substitute ; if after a fortnight he must be replaced by a trained substitute.

Officers, N.C.Os., and men, who are reported on at the end of a training as unsuitable for mounted infantry work, will not be sent for another training.

Royal Military School of Music, Kneller Hall.

791. A separate application for each N.C.O., private, or boy, on A.F.—B 71, accompanied by copies of his conduct sheets, will be sent to the commandant.

Applications.

Dress, &c. 792. All articles of clothing and necessities except full dress head dress and leggings will be taken; but, of equipment, the waistbelt and haversack only.

Documents. 793. The following documents, in addition to those mentioned in the general instructions (see para. 748) will be sent for each soldier selected:—A.F.—O 1616; extract, certificate of education; regimental conduct sheet; inventory of kit; transfer clothing statement.

Class for N.C.Os. for training as bandmasters—

Qualifications. 794. A candidate must have a first class certificate of education. Preference will be given to a N.C.O. who has for some time held the position of band-serjeant, serjeant-trumpeter, serjeant-bugler, or serjeant-drummer.

A.O. 121
1905

A candidate, if above the rank of serjeant, will be required to revert to that rank (and if holding any regimental appointment must resign such appointment) from the date of joining the school.

Families. 795. A N.C.O. may be accompanied by his wife and family.

Candidates from abroad. 796. A candidate sent home from abroad, if belonging to a cavalry regiment, will be posted to the regiment of the same corps with which the unit abroad is grouped; if to the infantry, to the home battalion. The same rule will apply when a regiment of cavalry or a battalion of infantry, to which a candidate under training belongs, is ordered abroad.

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Infantry
649

Class for privates and boys for training as bandsmen—

Qualifications. 797. A candidate must be unmarried, and, if over three years' service, must, before admission, extend his service to 12 years with the colours. Application will be made only for those who wish to be trained, and who, from their character and musical capabilities, are likely to repay the time bestowed on their education.

School of Musketry, Hythe.

Assembly of classes. 798. Full particulars of the courses to be held in the following year are notified annually in Army Orders of December.

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Qualifications for attendance. Officers and N.C.Os. of the regular forces will not be detailed to attend a qualifying course unless they possess a competent knowledge of the official instructions for aiming, firing, care of arms, and mechanism of the rifle.

Officers or N.C.Os. who fail to reach the required standard in an examination, held during the first day after their arrival at the school, will be remanded to their regiments. They will not be required to strip a rifle at this examination.

N.C.Os. will join fully armed and equipped.

Each officer of the auxiliary forces will be provided regimentally with a rifle and bayonet of the pattern with which his unit is armed.

Officers. 799. An officer of regular cavalry or infantry will qualify at a school of musketry as soon as possible after he has completed 3 years' service. A C.O. will state in the annual confidential report on any officer who has attained captain's rank and who has not so qualified, the date on which he proposes to send him to undergo a course.

Selection of officers. 800. In the selection of officers for qualifying courses, preference will be given to the seniors. Except in special cases requiring War Office authority, an officer of the regular forces, other than those of the R.E., will not be permitted to attend a course until he has completed three years' service.

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801. A regimental, battalion, or depôt serjeant major, who has not qualified, will be detailed to attend a qualifying course at the earliest opportunity. Serjeant-majors.

A warrant or N.C.O. who has less than one year to serve will not be detailed for any course.

In the selection of N.C.Os. for qualifying courses, preference will be given to a squadron-serjeant-major or colour-serjeant. N.C.Os.

A corporal, 2nd corporal, or lance-corporal of the R.E. may be sent to a qualifying course should there be a difficulty in detailing a N.C.O. of a higher rank.

802. Senior officers' courses will be held from time to time for officers above the rank of captain. Senior officers' courses.

These courses should be attended by general officers, C.Os. and field officers who have recently entered upon, or are about to enter upon a period of command; they may also be attended by officers attached to the general staff for musketry duties.

803. Refresher courses will be held annually for :— Refresher courses.

- (i.) Depot, company, etc., commanders, adjutants, assistant adjutants and colour-serjeant-instructors of musketry and serjeant-majors of regular units.
- (ii.) Adjutants, serjeant-majors and N.C.Os. of the permanent staff of militia, yeomanry and volunteers.

These courses will be attended by officers, warrant officers and N.C.Os. whose musketry qualifications were obtained more than six years before the date for the commencement of the course.

804. In detailing officers and N.C.Os. of cavalry and infantry units to attend machine gun courses at Hythe, G.Os.C. will limit their selections, in the case of the regular forces, to :— Machine gun course.

- (i.) Officers who are likely to be appointed assistant adjutants and N.C.Os. (including permanent staff of militia) likely to be appointed colour-serjeant-instructors of musketry.
- (ii.) Subalterns and serjeants required to replace casualties with the machine guns on service.
- (iii.) Subalterns who have registered their names for colonial employment.
- (iv.) A proportion not exceeding one-fourth of the N.C.Os. registered for posting to the permanent staff of the auxiliary forces.

In the case of militia, yeomanry, and volunteers, the selection will be limited to subalterns and serjeants (other than permanent staff) who may be required to serve with the machine gun detachments of their regiments or battalions on service.

805. All ranks will be medically inspected before departure from their units, with a view to ascertaining that their eyesight is good, and that their general state of health is such as to fit them to undertake the course. Those who join from leave will be provided with a medical certificate to this effect. Medical inspection.

806. An officer, warrant officer, or N.C.O. should bring field-glasses with him. Field-glasses.

807. An officer promoted from the ranks, who previously qualified as a N.C.O., must attend an officer's course in order to obtain an officer's qualification. Officer promoted from ranks.

808. A G.O.C. is authorised to sanction the re-attendance, at another course, of those who fail to qualify, or have been remanded. Re-attendance.

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Quarters.	to their units under the provisions of para. 798, provided that a sufficient interval has elapsed, and that no expense to the public is incurred. The names of officers or N.C.Os. who attend in these circumstances will be shown separately in command lists.	104 Gen. No. 3216
Servants.	809. The quarters of officers at the school are furnished ; officers will, however, bring with them blankets, sheets, and towels.	
Married N.C.O.	A soldier servant will not accompany his master, servants being provided from the school establishment.	
Qualification.	810. A married N.C.O. detailed to attend a course of instruction will not be accompanied by his wife and family.	
	811. Qualification in India and in South Africa is equivalent to qualification at Hythe.	
	(For further instructions, see Musketry Regulations.)	

School of Signalling, Aldershot.

Dates, &c., of classes.	812. The dates of assembly of classes for officers and N.C.Os. will be notified annually in Army Orders of December.	44 S. of Sig. 95
Applications and qualifications.	The duration of each class is about two months for regulars and one month for militia, yeomanry and volunteers.	
	813. Applications will be sent to the commandant, School of Signalling, Aldershot, with a medical certificate showing that the work is not likely to affect the eyesight of the candidate prejudicially, and a certificate from the C.O. showing that the candidate can read a "paragraph" message of not less than 150 letters, sent on the small flag, lamp and dummy key, at a rate of six words a minute, and with an accuracy of 95 per cent. in each case.	
	On joining the school candidates will be tested, and those who fail to reach the standard will rejoin their units.	
	Candidates should be intelligent, quick of apprehension, have good eyesight and hearing, have no impediment in their speech, be able to read and write well and spell correctly, and have self-reliance when placed in isolated and responsible situations.	
Officer promoted from ranks.	814. An officer promoted from the ranks, who previously qualified as a N.C.O., must attend an officer's course in order to obtain an officer's certificate.	
Failure to obtain certificate.	815. An officer or N.C.O. who, having completed a course, has failed to obtain a certificate, will not be allowed to attend another, except under special circumstances.	
Examination for special certificate of Signalling.	816. An officer who has obtained an instructor's certificate of signalling may, for the purpose only of obtaining a special certificate of signalling, be allowed to attend the examination for such, but must be re-examined in every subject, both practical and theoretical.	
	817. In selecting an officer for a signalling appointment, preference will be given to one who is in possession of a special certificate of signalling.	
Binoculars, bicycles, &c.	818. An officer attending a course of instruction is required to bring with him binoculars and drawing instruments. If in possession of a bicycle it is to his advantage to bring it.	
Married N.C.O.	819. A married N.C.O. detailed to attend a course of instruction will not be accompanied by his wife and family.	
	(For further instructions, see Training Manual-Signalling.)	

Course for Saddlers and Saddletree-Makers at Woolwich Dockyard.

Qualifications.	820. A candidate for the appointment of saddler or saddletree-maker must belong to a mounted branch, be unmarried, of good	
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character, and able to read and write. An application accompanied by A.F.—B 191 will be sent to the commandant, Ordnance College. Men of the undermentioned trades will be selected for saddlers in the order specified if available :—

Applica-
tions.

Saddlers or harness-makers ; shoemakers ; other workers in leather ; grooms.

A candidate for the saddletree-makers' course should have had experience in wood work. A man unaccustomed to handle horses should work with the regimental transport or be attached to a mounted unit for at least two months before being sent to Woolwich.

Courses for saddlers and saddletree-makers are also formed in South Africa under local arrangements.

Classes for mounted units.—Applications may be sent in at any time. Men should be employed with mounted units after passing the course.

Classes for
mounted
units.

Classes for infantry.—There will be four short courses annually for the training of the infantry saddlers referred to in para. 1183, commencing on the 1st January, 1st April, 1st July, and 1st October.

Infantry
classes.

Course for Tailors and Shoemakers at the Royal Army Clothing Factory.

821. An application to attend a course of tailoring or shoe-making will be made on A.F.—B 273. A candidate must be a tailor or shoemaker by trade, and able to keep accounts. A married man will be warned that quarters cannot be provided for his family in London. In the case of a tailor, the candidate will, under the orders of the brigade commander, be examined by a board of serjeant-tailors, who will report on A.F.—A 2 as to the likelihood of his becoming an efficient serjeant-tailor ; when units are stationed singly, the opinion of one serjeant-tailor will be sufficient. The practical test will be the making up of a full dress garment, not necessarily that of the unit to which the candidate belongs. A note of the particular garment will be recorded on A.F.—A 2. In the case of a shoemaker the serjeant-shoemaker will certify that the candidate has a knowledge of the trade and is a competent workman. A.F.—B. 273, together with the proceedings of the board or the shoemaker's certificate, and copies of the candidate's conduct sheets will then be forwarded to the War Office.

Tailors and
shoemakers.

A soldier who completes a course satisfactorily will receive a provisional certificate.

822. Before appointment as serjeant-shoemaker or serjeant-tailor a candidate will serve at least 6 months on probation. A certificate of appointment will not be granted until the probationer is reported as satisfactory.

Probation.

823. A tailor's certificate obtained in India is equivalent to that obtained at the Royal Army Clothing Factory.

Certificate.

Veterinary School, Aldershot.

Officers' class—

824. Classes will last one month. The syllabus of the course will be found in the Regulations for Army Veterinary Services.

Officers'
classes.

Applications to join will be submitted to the professor, Army Veterinary School, Aldershot. Attendance is compulsory for officers of mounted branches.

Numbers to attend.

825. Each officers' class will be made up as follows :—

Cavalry (not exceeding)	1	from every regiment at home.
Artillery (not less than)	8	{ The commands from which the available vacancies will be filled will be notified by the professor to the G.O.C.-in-C. concerned one month before the commencement of each class.
Engineers (not less than)	4	
A.S.C. (not less than) ...	6	

When two officers from the same cavalry regiment are students at the cavalry school, the attendance of an officer of that regiment at a veterinary class is optional; when one officer only is a student at the cavalry school, the attendance of one officer of that regiment at either the January or the November veterinary class is compulsory.

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Every C.O. will notify to the professor 6 weeks before the commencement of each class, whether an officer from his regiment will be detailed to attend or not.

Officers of other branches of the service and additional officers of the branches above specified will be permitted to attend, provided the total number does not exceed 50.

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Farriers' class—

Farriers' classes.

Dates and soldiers who may attend.

826. Applications will be sent to the professor Army Veterinary School, Aldershot, on A.F.—B 2080. Classes lasting six weeks are formed for farrier-quartermaster-serjeants, farrier-serjeants, shoeing-smiths, men training for shoeing-smiths, and infantry cold-shoers. Candidates must be of good character and have at least a third class certificate of education. Those selected will proceed dismounted.

Numbers.

827. Each farriers' class will be composed as follows :—

Cavalry—Farrier-serjeants and shoeing-smiths	...	16
R.A.—Farrier-serjeants (7), shoeing-smiths (13)	...	20
R.E.—Farrier-serjeants (1), shoeing-smiths (1)	...	2
A.S.C.—Farrier-serjeants (2), shoeing smiths (4)	...	6
Infantry cold-shoers	...	6
		<u>50</u>

Artificers' Course.

828. For instructions, see Ordnance College (para. 744).

Gunnery Staff Course.

829. For instructions, see Ordnance College (para. 744) and School of Gunnery (paras. 766-775).

Master Gunners' Course.

830. For instructions, see Ordnance College (para. 744).

Short Course (R.H.A., R.F.A. and R.G.A.).

831. For instructions, see School of Gunnery (paras. 767-775).

4.—LOCAL COURSES.**Instruction as Chiropodists.**

832. Courses for soldiers to qualify as chiropodists will be formed during the non-training season under arrangements to be made by generals commanding. The course will consist of lectures and practical demonstrations by an officer of the R.A.M.C. The duration of the course will be twenty-four working days. A certificate of proficiency will be given to each man qualified.

Chiropody classes.

Instruction in the Use of First Field Dressing.

833. Officers and soldiers should be acquainted with the component parts of the "first field dressing" and with the manner of applying the dressing to a wound. General officers will therefore arrange for the instruction of all officers and soldiers in this subject by means of lectures and demonstrations given periodically during the winter months by medical officers.

Field dressing instruction.

Training of Stretcher Bearers.

834. In each cavalry regiment and infantry battalion of the line the authorised number of handsman, and in the R.A. when practicable, two men per battery or company, will be trained as stretcher bearers and in first aid to the wounded. The men selected should be of good character, and able to read and write. The training will be carried out by medical officers under the orders of brigade commanders.

Training in regular army.

835. A C.O. of a unit will arrange with the medical officer for the formation and instruction of classes, and will detail a competent N.C.O. to assist him in the drill, and to take charge of the equipment and appliances used in the instruction.

Arranging formation of classes.

836. A class should consist, if possible, of not less than twelve. Officers and men of any branch of the service may attend; the course of instruction will consist of at least 12 lectures and drills, and 9 attendances must be certified by the instructing officer before application is made for examination as to proficiency.

Formation of classes and number of attendances.

837. When a class has completed a course the instructor will submit the names on A. F.—I 1224, in triplicate, for transmission through the C.O. to the brigade commander concerned, who will send them to the P.M.O. of the command. The latter will forward them to the medical officer he may detail as examiner, who will examine the class and complete the forms.

Examination of classes.

838. Any number of officers and men may qualify, and their names may be recorded in the inspection report (A. F.—I 1224), one copy of which when completed will be retained by the unit, one by the G.O.C.-in-C., and one by the P.M.O. Certificates (A. F.—E 596) will be granted to the auxiliary forces, but not to the regular forces.

Record of men trained.

839. All trained stretcher bearers will be required to attend at least four stretcher drills annually.

Annual drills.

840. Ambulance stretchers and knee caps, in the proportion laid down in the Equipment Regulations, Part I., will, on the application of C.Os., and with the sanction of the general or other officer commanding, be issued on loan from the nearest ordnance depôt, to units in which classes for instruction are formed. The unit to which the articles are issued will be responsible for their safe custody and carriage, and for their being returned in good order as soon as the class is broken up.

Appliances for instruction.

Riding Classes for Officers in Districts.

Formation
of classes.

841. Riding classes for the instruction of officers of R.G.A., R.E., and infantry, each lasting from two to six months, will be formed during the winter months by generals commanding at stations where facilities exist.

Applica-
tions.

842. Applications from officers desirous of attending will be made to the G.O.C.-in-C., without whose permission an officer who once joins a class cannot cease attending it.

Horses.

843. An officer may not ride a private horse unless he can produce a certificate that the horse has been broken as a charger in a cavalry or artillery riding school.

Certificate.

844. A certificate of proficiency will be given at the end of the course by the riding-master. It will be countersigned by the C.O.

Certificates of exemption from further examination in sub-head c (iv.), para. 853, will be issued at the discretion of a G.O.C.-in-C. See para. 873.

845. A field officer will superintend all officers' equitation classes, except those classes where recruit officers are under instruction.

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5.—OFFICERS' LIBRARIES.

Reference and Officers' Mess Libraries.

846. Officers' libraries are divided into two classes, viz. :—

- (i.) Reference libraries, and
- (ii.) Officers' mess libraries.

Reference
libraries.

847. Reference libraries are established at certain military stations in order to place within reach of officers books of reference to help them in their professional work. These libraries are supplied with suitable official publications, other than those of a "secret" nature, and, in order that they may be adequately provided with standard works, the G.O.C.-in-C. is authorized to obtain annually, through His Majesty's Stationery Office, publications to the value of £10 for each reference library in his command.

Each reference library will be in charge of an officer of the general staff of the command, who will keep a catalogue and an issue book.

Confidential publications will be kept under lock and key. They will not be taken outside the library building except by the special sanction of the G.O.C.-in-C., who, having regard to paras. 1857 to 1863, will issue such instructions as he considers necessary regarding the issue of confidential publications to individual officers.

Officers'
mess
libraries.

848. Officers' mess libraries are small libraries consisting of instructive and interesting publications, located in officers' messes in order to encourage the study of military literature. Each G.O.C.-in-C. will be informed, from time to time, of the number of officers' mess libraries sanctioned for his command, and he is authorized to obtain annually, through His Majesty's Stationery Office, publications to the value of £3 for each library. Secret or confidential official publications are not issued to these libraries. The books, &c., will be treated as station stores and handed over with the mess furniture on a unit vacating the barracks. An officer of the general staff will supervise the officers' mess libraries in each command.

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849. The G.O.C.-in-C. will send in demands for books for the officers' libraries in his command on A.F. L 1385, in triplicate, to the War Office early in April of each year. All subsequent correspondence on the subject of these demands will be addressed direct to the Controller, His Majesty's Stationery Office, Prince's Street, Westminster, S.W. Demand for books.

850. At the same time as he sends in his annual demands for books, the G.O.C.-in-C. will furnish to the War Office a report as to the general state of the libraries in his command, and a statement of the repairs to publications which he considers desirable. Instructions regarding repairs to publications will then be issued by the War Office. Report on state of libraries.

6.—EXAMINATION OF OFFICERS FOR PROMOTION.

Attendance of an Officer of the General Staff.

851. In order to insure, as far as possible, uniformity of system in examinations throughout the army, an officer of the general staff at Army Headquarters will, from time to time, attend boards of examination as an *ex-officio* member. A G.O.C.-in-C. will, therefore, inform the War Office of the dates on which boards will assemble, giving, if possible, not less than one month's notice. Uniformity of system.

Examination of Officers, Royal Garrison Artillery, to qualify for Armament Pay.

852. Before becoming entitled to the issue of armament pay, a second-lieutenant R.G.A., (or other officer on transfer or exchange to that arm), will pass the examinations detailed in Appendix X. R.G.A. armament pay examination.

Boards of examination, consisting of a field officer as president and two captains as members, one of whom should be an instructor in gunnery, will be convened as required by C.Os. Boards.

The proceedings of such boards will be forwarded to the G.O.C.-in-C. for confirmation. The names of the officers who have passed in the whole of Appendix X. will be published in command orders, and the regimental agents furnished with a copy as a voucher for the issue of armament pay. Officers who pass in Part A or B only of the examination will be furnished with a certificate to that effect. This certificate will be handed to the board which examines the officer in the remaining portion of the examination, for attachment to the proceedings.

In the event of an officer who has failed in either portion of the examination being transferred to another command, a notification of the subject and date of failure will be made to the G.O.C.-in-C. concerned.

If an officer fails in A. (coast defence subjects), he will not be examined again within three months, except in the case of failure in one sub-head only, when he may be re-examined in that sub-head at the expiration of one month; if he fails to pass within twelve months of joining, he will be liable to removal from the regiment.

The failure of an officer to pass within twelve months of his joining will be reported at once to the War Office.

An officer is not eligible for posting to siege, heavy, or mountain artillery until he has passed the examination, A. (coast defence subjects).

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King's

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Examinations of Officers for Promotion up to the rank of Major.*

Subjects for promotion. 853. The professional examinations required for promotion comprise the following subjects:—

(a.) Regimental duties (oral, and written).

Practical. (b.) Drill and field training (practical only).

(c.) (i.) Practical map reading, field sketching, and reconnaissance.

(ii.) **Practical military engineering.**

(iii.) Practical tactics.

(iv.) Riding (for captains R.G.A., R.E., infantry, and A.S.C. not doing duty with a mounted branch).

Written. (d.) (i.) Military engineering, tactics, and map reading, field sketching, and reconnaissance (written).

[(ii.) Military law (written).

(iii.) Administration, organization and equipment (written).

(iv.) Military history (written).

(e.) Artillery (lieutenants) (written).

(f.) R.E. subjects (lieutenants) (written).

(g.) A.S.C. subjects (written).

(h.) R.A.M.C. subjects (written).

(i.) A.V.C. subjects (written).

(j.) Sanitation (lieutenants) (written).

Scope. **854.** For the scope of the examinations for each rank in the various subjects (a.) to (j.), and for the standard of qualification and for the special certificate in the subjects (c.) to (j.), see Appendix XI.

855. The subjects for examination for the various ranks will be as follows :—

(i.) Warrant officer or N.C.O., before promotion to second lieutenant—subjects (a.) and (b.).

(ii.) Quartermaster or riding-master, before being granted a commission as lieutenant—subjects (a.) and (b.).

(iii.) Second-lieutenant, before promotion to lieutenant—subjects (a.) and (b.) unless he has passed in these subjects

(iv.) Lieutenant (except in the case of R.A.M.C. and A.V.C.), before promotion to captain—subjects (c), (d), and (j). Lieutenant, R.A.—subject (e), and range finding, in addition. Lieutenant, R.E.—subject (f) in addition. Lieutenant, A.S.C.—subject (g) in addition.

(v.) Lieutenant, R.A.M.C., before promotion to captain—sub-head (d.) (ii.) and subject (h.). This examination cannot be taken before completing 18 months' service.

(vi.) Lieutenant, A.V.C., before promotion to captain—sub-head (d.) (ii.) and subject (i.). This examination may be taken at any time after completing three years' service.

(vii.) Captain (except in the case of R.A.M.C. and A.V.C.), before promotion to major—subjects (c.) and (d.). Captain, A.S.C.—subject (g.) in addition.

* These regulations apply to officers of the A.O.D., Ordnance Factories, and Army Pay Department, and to officers holding technical appointments only so long as such officers remain liable to revert to regimental duty. But an officer selected for permanent retention on the directing staff of the A.O.D. must have passed for promotion from the rank of captain to major in sub-heads (a), (ii), and (iii).

(viii.) Captain, R.A.M.C., before promotion to major—subject (h.). This examination may be taken after completing five years' service, and will be held at the close of a period of special study, at times and under arrangements made by the Director-General, Army Medical Service.

(ix.) Captain, A.V.C., before promotion to major—subject (i.). This examination may take place at any time within three years of becoming eligible for promotion, under arrangements to be made by the Director-General, Army Veterinary Service.

856. When an officer, previously qualified, is transferred from one arm of the service, or from one branch of artillery, to another, he will be required to pass a further examination in the subjects or sub-heads which relate exclusively to the arm or branch which he joins, before being considered qualified for further promotion. Examination on transfer.

A.O. 82
1906

857. Brevet rank will not exempt an officer from passing the usual examinations laid down before promotion to each substantive grade; but exemption may be granted in the special circumstances specified in the Pay Warrant. Brevet rank.

858. The following certificates will be accepted instead of examination, but a certificate obtained by a subaltern will not exempt for the rank of major. A candidate claiming exemption will forward his certificate when he applies to be examined in other subjects:— Certificates taken in lieu.

A.O. 82
1906

(i.) A gunnery staff course certificate, in lieu of subject (e.) and those portions of (b.) which are special to artillery.

(ii.) A certificate of having passed the senior class at the A.S.C. School of Instruction at Aldershot in lieu of subject (g.).

(iii.) A certificate that an officer of the A.V.C. holds the fellowship of the Royal College of Veterinary Surgeons, in lieu of subject (i.) for the rank of major.

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1865

(iv.) A certificate of having passed the examination held at the termination of the course at the School of Army Sanitation, Aldershot, in lieu of subject (j.).

859. In the examination for admission to the Staff College, Camberley, the obligatory military subjects will be taken as equivalent to the sub-heads of subject (d.) as under:— Staff College. Entrance.

Military engineering, tactics and map reading, field sketching and reconnaissance combined...	as equal to (d.) (i.)
Military law	(d.) (ii.)
Military administration	(d.) (iii.)
Military history and strategy	(d.) (iv.)

The standard of qualification for a "pass" and for a "special certificate" (Appendix XI), and the rule as to partial failure (para. 862) will apply equally. Such officer will, however, be required to pass in subject (c).

An officer who has graduated at the Staff College will be exempt from all examinations for promotion to the rank of major. p.s.c.

860. An officer who has obtained a special certificate will be noted at the War Office for accelerated promotion, provided he is also recommended for accelerated promotion in his annual confidential report. Accelerated promotion.

Conditions
to be fulfilled

861. Subjects (a.) and (b.) will be considered as one examination and cannot be passed separately.

A.O. 103
1905

An officer will not be permitted to present himself for examination in subjects (c.) to (j.) until promoted to the necessary qualifying rank specified in para. 855.

As a rule, an officer must qualify in the written examination, subject (d.), before presenting himself for examination in the practical subject (e.). Exceptions to this rule may, however, be made at the discretion of the G.O.C.-in-C.

Subjects (e.), (g.), (h.) (ii. and iii. lieutenant), (i.) (lieutenant), or (j.) (lieutenant) may be taken up separately at any time when an examination in (d.) is being held. (h.) (i.) can be taken up either before or after (h.) (ii.) and (iii.).

Failure and
partial
failure.

862. An officer who twice fails to pass in subject (c.) will not, as a rule, be permitted to remain in the service. If an officer fails in any of the sub-heads (i.), (ii.), or (iii.) or in the aggregate of these sub-heads, he must undergo re-examination in them as a whole, and this re-examination must not take place within 3 months of his failure. If, however, the failure be in sub-head (iv.) only, he will be allowed to present himself for re-examination at any time in that sub-head alone. An officer who has once passed in (c.) (iv.) will not be required to re-qualify in that sub-head.

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Misc.
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If an officer fails in one only of the sub-heads of subjects (d.), (f.), (g.), or (h.), he will be re-examined in that sub-head alone, but, except under special circumstances, an officer who does not present himself for a sub-head in which he is liable for examination will be deemed to have failed in that sub-head. In the case of (f.) an officer will not be permitted to present himself for re-examination within three months of his failure.

A.O. 103
1907

Application
for examina-
tion.

863. A candidate for examination will apply through his C.O. to the G.O.C.-in-C. Such application will be accompanied by a certificate from the C.O. showing :—

- (i.) that the candidate is qualified under paras. 861 and 862 ;
- and in the case of subject (c.),—
- (ii.) that the C.O. is personally satisfied that the candidate has a sufficient knowledge of the subject to warrant his presenting himself for examination ; and
- (iii.) that in the opinion of the C.O. the candidate, as regards his competency to command, instruct and train his men, in barracks and in the field, is fitted for promotion to the rank of captain (or major).

Lists for (d.),
(e.) and (g.)
to (j.) to be
sent to War
Office.

864. A G.O.C.-in-C. will forward to the War Office, not later than the 7th April and 7th October in each year, a return on A.F.—B. 2053, of all officers in his command who are desirous of being examined in subjects (d.), (e.), (g.), and (h.) (ii. and iii. lieutenant), (i.) (lieutenant), and (j.) (lieutenant). An officer will not as a rule be examined in a command other than the one in which he is quartered.

Officer on
leave of
absence
from abroad.

865. An officer of a unit serving abroad who may be on leave in this country will be permitted to attend the examinations in subjects (d.) to (j.), but, except in special circumstances, when War Office authority will be necessary, examinations in subjects (a.), (b.), and (c.) will be taken up by an officer while serving with his unit.

866. The examination of officers serving in India, and all correspondence connected therewith, will be conducted under the orders of the Commander-in-Chief in India, who will report for record at the War Office the result of all examinations.

Examinations in India.

867. The examination of officers of the Indian Army, serving in appointments under the Army Council, will be conducted under the rules contained in these regulations, as if they belonged to the British service.

Indian army officers serving under the Army Council.

Boards of Examination.

868. The (a.) and (b.) examinations will be carried out by a C.O., who will appoint a regimental board of examination with himself, or the next in command, as president, and two officers, not under the rank of captain, as members. This board will examine the candidates, in accordance with the syllabus given in Appendix XI.

Composition of boards for examination (a.) and (b.).

869. To examine officers in subject (c.) a G.O.C.-in-C. will select and appoint for a fixed term of not less than one year, if possible, officers of the various arms of the service, sufficient in number for all the examinations within the command. Boards will be formed from these officers, who may be exempted from serving on other garrison boards.

Boards of examination in (c.).

For an examination in subject (c.), the board will consist of a president, not below the rank of colonel, where possible, and members not below the rank of major. When an officer, not below the rank of colonel, is not available, a substantive lieutenant-colonel may be appointed president. A president and three members should constitute the board for the examination of eight candidates, and a president with two members may examine six or any less number of candidates; these numbers, both as to size and proportion, should be observed as a rule.

A.F.—B 109 will be used, on which the board will be required to certify that each officer has been thoroughly tested by them in subject (c.) as set forth in Appendix XI, and to record their opinion as to the officer's fitness for promotion in so far as the examination applies.

870. A board of examination for subjects (d.), (e.), (g.), (h.) (ii. and iii. lieutenant), (i.) (lieutenant) and (j.) (lieutenant) will be assembled on the third Monday in May and November. Each board will consist of a lieutenant-colonel as president and two field officers as members. When there are less than six candidates, the board may consist of a president and one member only.

Boards of examination in (d.), (e.), and (g.) to (j.).

Boards of examination for subject (f.) will be dealt with as laid down in Appendix XI (f.).

The local military authority will determine the constitution of the board to examine lieutenants of the R.A.M.C. under (h.) (i.) and will appoint dates for the examination.

871. Officers carrying out an examination are required not only to superintend the actions of individual candidates, but also to adhere to every detail of the instructions given in Appendix XI.

General duties of boards of examination.

Proceedings of Boards.

872. The proceedings of the boards will be dealt with as follows:—

Disposal of proceedings.

(i.) In the case of a quartermaster or riding-master examined for a commission as lieutenant, and of a warrant officer or

(K.R.)

N.C.O. selected for promotion to second-lieutenant, the proceedings, together with the written questions and answers, will be transmitted for confirmation to the War Office, the G.O.C.-in-C. expressing his concurrence, or otherwise, in the opinion of the board.

(ii.) In the case of second-lieutenants, lieutenants, and captains examined in subjects (a.), (b.), (c.), and (h.) (i.), the G.O.C. after satisfying himself that the examination has been conducted in accordance with regulations, will himself confirm or disapprove the proceedings.* The proceedings will be retained in the command headquarters office, and the result of the examination will at once be reported to the War Office. In the case of (e), A.F.—B 109 will be used. The names of the officers who have passed will be notified in command orders, and such notification will be the authority for the return of an officer as qualified in subjects (a.), (b.), (c.), and (h.) (i.). Each officer will be furnished by his C.O. with a certified copy of this notification.

(iii.) In the case of subjects (d.), (e.), (g.), (h.) (ii. and iii. lieutenant), (i.) (lieutenant) and (j.) (lieutenant) the G.O.C.-in-C. will transmit the proceedings to the War Office, whence he will be furnished with lists of successful and unsuccessful candidates; the names of those officers who have passed, will be notified in command orders, and such notification will be the authority for the return of an officer as qualified in these subjects. Each officer will, in addition, be furnished direct from the War Office with a list of the marks he has obtained, and such communication may, if necessary, be produced as an authority.

Riding certificate.

873. For sub-head (c.) (iv.) a certified copy of a certificate of proficiency in riding, will always be appended to A.F.—B 109 by the board. The certificate may be obtained as laid down in para. 844, or it may be granted at any time by any brigade commander, after examination by himself or by a field officer deputed by him. A candidate not in possession of such a certificate, or who fails to produce one, will be examined by the board, and any extra expense incurred thereby will be borne by the candidate.

Examination as to Tactical Fitness for Command.†

Officers liable and eligible.

874. An officer in a branch of the service in which examination for promotion is prescribed will not be promoted to the rank of substantive lieutenant-colonel until he has passed one of the examinations laid down in para. 876. A brevet major cannot be permitted to present himself for these examinations; whilst as regards higher brevet rank the provisions of para. 857 will apply to the examination as to tactical fitness.

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Officers may be attached to other arms.

875. A senior captain or major may, at his own request, be attached during the training season, for a period not exceeding six weeks, to an arm of the service other than his own, and may be exercised in the command of mixed forces under the orders of the G.O.C.-in-C.

* In the case of (a.) and (b.) the general commanding will be the brigade commander, for (c.), the divisional commander, and for (h.) (i.), the P.M.O., for G.O.C.-in-C.

† These regulations apply to the officers of the A.O.D., Ordnance Factories, Army Pay Department, and to officers holding technical appointments, only so long as such officers remain liable to revert to regimental duty.

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An officer on leave from abroad will be permitted to present himself for examination and to be attached as above. Officers on leave.

A G.O.C. at a station abroad, other than India, will arrange for the attachment and examination of an officer of the Indian army who may be serving in his command.

The Commander-in-Chief in India has made arrangements under which an officer on leave in India can be attached in that country to other arms, and tested as to his tactical fitness for command.

876. A G.O.C.-in-C. may carry out the examinations for tactical fitness under either :— Examinations and boards.

- (i.) Appendix XII. (with troops); or
- (ii.) Appendix XIII. (by a staff ride).

(a) In deciding by which method the examinations shall be carried out, a G.O.C.-in-C. should bear in mind that the most satisfactory test of an officer's practical proficiency is made by observing how he handles troops in the field. Therefore, when the necessary troops, in sufficient strength (as laid down in Appendix XII.) are available, and the ground is suitable for tactical exercises, it is desirable that the examinations should be conducted as prescribed in Appendix XII. But when the requisite troops are not available, or when they cannot be conveniently spared, or when suitable ground cannot be found, or when any other sufficient reason exists, the examination may be conducted by means of a staff ride, in accordance with Appendix XIII.

(b) In the case of examination with troops, the board will consist of three officers or more, at the discretion of the G.O.C.-in-C. The president will be a general officer and the members not under the rank of lieutenant-colonel, nor of junior rank to the candidate.

(c) In the case of examination by a staff ride the board will consist of a general officer as president, two colonels or lieutenant-colonels as members, with additional members, not under the rank of lieutenant-colonel, nor of junior rank to the candidate, as may be considered necessary.

(d) One member will, if possible, be an officer of the arm of the service to which the candidate belongs, and standing boards of examination should be arranged in commands where this is feasible, as for subject (c.) in para. 869. It is desirable, as contributing greatly to secure uniformity of standard in these examinations, that the same general officer should be the president of all tactical fitness boards for at least one year.

877. An officer who fails to pass in either part of Appendix XII. or in Appendix XIII. will not be allowed to present himself for re-examination within three months, except in special cases, when War Office authority will be necessary.* Failure.

878. An officer who has passed through the Staff College will be exempt from examination in Part I. of Appendix XII. Exemptions

An application to be relieved from examination in Part II. of Appendix XII., on the ground of having commanded as a

* Officers who under former regulations failed in one only of the former subjects (i.), (ii.), (iii.) or (iv.), of Appendix XII., will, if the failure was in subjects (i.) or (ii.), be required to qualify in Part I. of Appendix XII. as it now stands, and if the failure was in subject (iii.) or (iv.), of the former syllabus, they will be required to qualify in Part II.

substantive major or brevet lieutenant-colonel not less than 500 mixed troops on active service for a period of not less than three months, will be considered on its merits when forwarded to the War Office. Unless the officer concerned was himself in command of the whole force, the application will be accompanied by a certificate from a superior, who has personal knowledge of all the facts, and recommends the exemption.

Examination of a Major R.A.M.C. or A.V.C. before Promotion to Lieutenant-Colonel.

Major
R.A.M.C.

879. A major of the R.A.M.C. before promotion to lieutenant-colonel will be examined in the subjects laid down in Appendix XIV. The examination in technical subjects may be taken at any time after three years in the rank of major, and will be held in the district in which the officer is serving at the same time and place, and under the same arrangements as directed for subjects (d.) and (e.), and (g.) to (j.), paras. 864, 870, and 872 (iii.).

All the technical subjects will be taken up at the same examination. Failure in one technical subject will necessitate re-examination in that subject alone; failure in more than one technical subject will entail re-examination in all.

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Majors
A.V.C.

880. A major of the A.V.C., before promotion to lieutenant-colonel, will be examined in the subjects laid down in Appendix XV. This examination will be held from time to time under arrangements to be made by the Director-General, Army Veterinary Service.

Examination of Sister for the rank of Matron, Queen Alexandra's Imperial Military Nursing Service.

Examina-
tion for
matron.

881. A sister of Queen Alexandra's Imperial Military Nursing Service will not be promoted to the rank of matron until she has passed the examination set forth in Appendix XVI.

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(i.) This examination may be taken after completing five years' service in the rank of sister. It will be held annually, on the last Monday in November.

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1907

(ii.) The board of examiners for sisters, Queen Alexandra's Imperial Military Nursing Service, for the rank of matron, will consist of a principal matron, as president, and two matrons as members. At a station abroad, a board will be appointed to conduct the oral portion of the examination, under arrangements made by the Director-General, Army Medical Service. The written portion of the examination will be supervised by a local board, consisting of a matron as president and two sisters as members.

(iii.) A sister on leave from abroad will apply to the War Office for facilities as to examination.

(iv.) A sister serving abroad will, whenever possible, be examined by a board in the command in which she is serving.

(v.) Examination papers for the written portion of Part I. will be prepared under the direction of the Director-General, Army Medical Service; application for permission to be examined will therefore be submitted to the War Office in time to enable papers to reach the respective commands before the date of examination.

(vi.) To enable a sister of Queen Alexandra's Imperial Military Nursing Service to procure the necessary certificate of administrative capacity referred to in Appendix XVI, a sister of four years' service and over, in that rank, may (as far as circumstances admit), at her own request, undergo a two months' course of special instruction in matrons' duties.

7.—EXAMINATION OF N.C.Os. FOR PROMOTION.

General Instructions.

882. In addition to the educational qualifications required by these regulations, a soldier will not be promoted unless he is recommended by his company, &c., commander, who will certify that the candidate* is (i.) a capable instructor, according to his rank and service, in all technical or other military duties, appertaining to his arm of the service; (ii.) that he possesses, according to his rank, a competent knowledge of discipline, duties on guard, and duties connected with interior economy in quarters, in camp, on the march and on mobilization; and (iii.) that his character and general qualities are such as to fit him for promotion.

883. A C.O. may, at his discretion, subject candidates for promotion to an examination to test their qualifications.

884. A company, &c., commander is responsible that all N.C.Os.† receive adequate instruction, and preparation, to fit them for promotion to a higher rank, in all professional matters, whether connected with training, interior economy, or technical duties appertaining to their arm of the service.

8.—STUDY OF FOREIGN LANGUAGES.

General Instructions.

885. To assist officers in acquiring a practical knowledge of foreign languages, classes of instruction in French and German will be formed at certain large military centres, and leave of absence will be granted to a limited number of officers to proceed abroad, for the purpose of studying languages in the countries in which they are spoken.

886. A certain number of officers may also be seconded annually to proceed to Russia, China, or Japan, in order to study the language of the country.

887. Examinations will be held by the Civil Service Commissioners in London, and at various stations abroad.

888. The names of officers who qualify or re-qualify as interpreters, will be published in Army Orders and noted in the official Army List.

* Certificates (i.) and (ii.) will not be furnished in the case of soldiers who are candidates for promotion to armourer-serjeant, saddler-serjeant, saddletree-maker, rough-rider, farrier-serjeant, serjeant-tailor, battery-tailor, pioneer-serjeant, serjeant-shoemaker, and the several grades of artificers; but an equivalent recommendation will be made by the officer immediately responsible.

† Except as provided in note to para. 882.

Grants.

889. Grants of money will be made under certain conditions to repay officers, to some extent, for expenses incurred in proceeding abroad, or in otherwise preparing for examination.

890. Detailed instructions on the subject are contained in the Regulations relating to the Study of Foreign Languages.

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9.—EXAMINATIONS IN SHORTHAND.

Shorthand
certificates.

891. The system of shorthand recommended for the army is Pitman's. An officer in possession of a Pitman certificate, or a certificate from the Society of Arts, showing that he has a thorough knowledge of shorthand, will be recorded as proficient in that subject.

10.—ARMY SCHOOLS.

Army School
Regulations.

892. Army schools are established for the education of soldiers and their children. Directions relating to them are contained in the Army School Regulations and the Standing Orders for Inspectors of Army Schools.

SECTION X.—GENERAL DUTIES.

GENERAL INSTRUCTIONS.

Responsibility for Public Money and Stores.

901. An officer entrusted with public money will keep such a record of his cash transactions as may be required by the regulations, and the book in which this is kept will be retained under lock and key in the officer's own custody. Every officer charged with making payments, will either make them himself or see that they are made in his presence ; he is personally responsible for any sum of money he may entrust to subordinates. Any officer or other person in charge of public stores of any kind is strictly forbidden to lend any article under his charge for any purpose not sanctioned by his C.O.

Responsibility of officers for public money and stores.

902. A company, &c., commander, is responsible that all cash payments made to a soldier and all stoppages, &c., due from time to time are recorded in the pay and mess book. The cash payments will be made in the presence of an officer and two witnesses (other than the pay serjeant) who will certify that the amounts charged have been actually paid. In the case of soldiers serving with a detachment, where no officer is present, each man will sign the detachment pay sheet.

Keeping and signing accounts.

An O.C. unit or corps will supply the accountant with all necessary information affecting the men under his command, and will see that he is supplied daily with certified copies of Part II of orders.

903. A quartermaster will not in any circumstances deal with, or be held responsible for, the quality of the supplies admitted to or held in store, but will deal solely with the quantities to be received and with their distribution.

Quartermasters to deal with quantity only.

904. A quartermaster will not perform any cash duties except in circumstances in which he is by the regulations recognized as a sub-accountant.

Cash duties.

905. The duties of quartermaster and paymaster should not, if it can possibly be avoided, be combined in one person. Accountants (or paymasters) and quartermasters will not preside over committees for the management of mess, band, institute, or other regimental funds, nor will the moneys of any of these funds be placed in their custody.

Duties of paymaster and quartermaster not to be combined.

Organization of Companies, &c.

906. Each squadron, troop, battery, and company, will be permanently designated as follows :—cavalry, R.H.A., R.E. dépôt companies, infantry, supply and remount companies, A.S.C., and dépôt R.A.M.C.—by a letter of the alphabet, commencing with A. Field, mountain, and garrison artillery ; R.E., A.S.C., R.A.M.C. A.O.C., and sections of the A.V.C. by consecutive numbers.

Designation of companies, &c.

907. Each service squadron in regiments of cavalry of the line will be divided into four troops ; the reserve squadrons into two or more troops. Each battery of R.H.A. and R.F.A. will be divided into three sections, each under the command of a subaltern officer. Each section will be divided into two sub-sections,

Organization and chain of responsibility.

each under a "No. 1." The sections will be termed first, second, and third, and the sub-sections will be lettered from A to F throughout the Battery. Each battery of mountain and company of garrison artillery will be divided into sections and sub-sections as above. Each company of infantry will be divided into two half-companies, right and left, each under a subaltern officer. These half-companies will be permanently divided into two sections, each under a N.C.O. The sections will be numbered one to four. A section will be divided into two squads, each under a N.C.O. or selected private. The subaltern officers in charge of troops, sections, or half-companies are responsible to the company, &c., commander and the N.C.Os. or privates in charge of sections, sub-sections, or squads will be responsible to their subaltern officers. This chain of responsibility will be strictly enforced. Subaltern officers on joining will provide themselves with a nominal roll of their charge, and will make themselves acquainted as soon as possible with the disposition, character, age, and service of each of their men.

Quartering men.

908. The men belonging to each troop, company, half company, section, sub-section, or squad will, whether in barracks, camp, or billets, as far as practicable, be quartered and detailed for duties together, so as to facilitate the duties of supply and of efficient supervision, and to foster a spirit of comradeship and mutual confidence.

Dismounted men in cavalry.

909. Dismounted men who form part of the establishment of a regiment of cavalry will be clothed, armed, and equipped, with the exception of horse-appointments, in every respect like the rest of the regiment, and will be frequently drilled in the field, and practised in every part of their duty as cavalry soldiers.

Small-Books.

Soldiers' small-books.

910. A "small-book" is issued to every soldier on enlistment, in which his description, particulars of service, &c., will be entered. All entries or necessary alterations will be made by the company, &c., commander. Should a soldier lose his book, he must replace it at his own expense.

The soldier will retain his small-book on discharge. In case of desertion the book, if left behind, will be retained by the corps. On the death of a soldier his book will be sent to the War Office for transmission to his representatives.

Entries to be made in small-book.

911. The entries of next-of-kin in the small-book will be verified annually soon after the 1st January. These entries have no legal effect whatever as regards the distribution of property in the event of death. Unless a formal will is executed the soldiers' estate is liable to be dealt with as if he died intestate. The small-book contains forms of wills and instruction for executing them.

Religious denominations.

912. A soldier will be classified under one of the following denominations:—

Church of England ; Presbyterian ; Wesleyan ; Baptist or Congregationalist ; Other Protestant denomination (name of denomination to be noted) ; Roman Catholic ; Jew.

Kits and private property of Soldiers.

Kit and debts of deserters.

913. When a soldier is given up to another unit as a deserter his kit is to be sent with him, and his account settled between the captains as in cases of transfer. See also Clothing Regulations.

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914. When a soldier is sentenced to penal servitude, imprisonment or detention, on the expiration of which he will not rejoin his unit, he will be informed that the military authorities are not responsible for the custody of any private property he may possess. Facilities will be given to him for making private arrangements for the custody or disposal of his property, including regimental necessities not sent with him to prison or detention barrack; should he, however, decline or fail to make private arrangements prior to quitting his corps, any articles then remaining in military charge will be sold by auction, in the same manner as the effects of deserters.

Private property of soldiers sentenced to penal servitude, imprisonment or detention.

915. Para. 914 will not apply to deserters and soldiers convicted of felony, whose property will be dealt with in accordance with the Regimental Debts Act and the Warrant and Regulations relating thereto.

Exceptions.

2.—GARRISON AND REGIMENTAL DUTIES.

Roster of Duties.

916. For all duties, whether with or without arms, and whether performed by units or by individuals, the roster will commence from the senior downwards.

To commence from senior.

917. Duties are classified as:—

Classification of duties.

- (i.) Guards—(a) of the Sovereign; (b) of Members of the Royal Family; (c) of Viceroys; (d) of the Captain-general or Governor of a colony; (e) of the Commander-in-chief abroad.
- (ii.) Duties under arms—(a) divisional; (b) brigade or garrison; (c) regimental.
- (iii.) Courts-martial—(a) general; (b) district; (c) regimental.
- (iv.) Boards or courts of inquiry—(a) divisional; (b) brigade; (c) regimental.
- (v.) Working parties.
- (vi.) Fatigues.

918. When an officer's tour for more than one duty comes round, he will be detailed for that duty which takes precedence in para. 917.

Duties, how detailed.

An officer detailed for one duty will, in addition, be detailed for such other duties as he can perform consistently with the proper discharge of the first-mentioned duty, and whether it is his turn by roster for the additional duties or not. When an officer is on duty he will receive an overslaugh for all other duties which may come to his turn. Being detailed as "in waiting" does not count as a tour of duty. An officer on duty will attend parades, and perform such other incidental duties, as do not interfere with the special duties for which he has been detailed.

919. Attendance at a court-martial the members of which have assembled and been sworn will reckon as a tour of duty, though the court may be dissolved without trying any person. On any day on which a court-martial is not actually sitting, its members will be considered available for other duties; they will not, however, quit the station without the authority of the convening officer until the court has been dissolved. This rule is also applicable to courts of inquiry and boards.

Courts-martial.

920. A unit, detachment, guard, piquet, or fatigue party is only entitled to count a tour of duty when it has, in pursuance of that duty, marched off the ground where it was ordered to parade.

Marching off parade to count a tour.

- Exchange of duties.** 921. An officer detailed in orders will not exchange his duty with another without the permission of the authority by whom he was detailed.
- Garrison duties of R.A. and R.E.** 922. An officer of R.A. or R.E. will share in the general duties of the garrison or camp (guards and piquets excepted, which he will take with his own corps only). A C.O. of artillery or engineers will be included in the roster, but whenever any garrison duty would interfere with the special professional employments and responsibilities of such officer, the general commanding at the station may exempt him from such duty.
- Coast battalion, R.E.** 923. An officer of the coast battalion, R.E., if not employed outside the ordinary duties of the coast battalion, will be relieved from all garrison and regimental duties except such as relate solely to the personnel under his orders.
- Duties of colonel.** 924. A colonel will not be included in the field officers' roster, but will have special duties assigned to him.
- Lieutenant-colonel.** 925. A lieutenant-colonel commanding a regiment of cavalry or battalion of infantry, or exercising a lieutenant-colonel's command of R.A. or R.E., will, as a rule, be exempted from serving as field officer of the day, and on other ordinary garrison duties, except when the general commanding at the station considers that, owing to the small number of field officers available, it is not advisable to so exempt him.
- Major.** 926. Every major will do garrison duty as a field officer. A brevet field officer will do duty as a field officer in camp and garrison, but he will also perform regimental duties according to his regimental rank. When performing garrison duties as a field officer he will be mounted.

Daily Duties.

- Hours for reveille, retreat, and tattoo.** 927. At a home station the hours for "*Reveille*," "*Retreat*," and "*Tattoo*" will be :—" *Reveille*," varying from 5 A.M. in summer to 6.30 A.M. in winter ; "*Retreat*," at sunset ; "*Tattoo*" ("last post"), at 10 P.M., unless otherwise specially ordered. At a station abroad these hours may be varied by a general commanding, to suit his command.
- No bugle sounds, &c., after tattoo.** 928. Between tattoo and reveille no call will be sounded, except "lights out" (which will be sounded a quarter of an hour after "last post") and the "alarm," "fire-alarm" or other signal for troops to turn out. On the "alarm" being sounded all troops will turn out under arms.
- Duties of the field officer of the day.** 929. The field officer of the day will be present at garrison guard mounting and will visit all such guards by day and night ; these duties will be performed mounted, unless otherwise ordered. He will take command of the piquets in case of fire, riot, or alarm. In the morning, when the guards dismount, the reports of their commanders will be forwarded by the field officer to the O.C. the station, together with his own report.
- Captain to act as field officer.** 930. In a small garrison, a captain will do the duty of field officer of the day in the same manner in all respects as a field officer, except that his being mounted may be dispensed with. When the guards are numerous or widely distributed, a captain as well as a field officer of the day may be detailed, and the former may be directed to perform a portion of the field officer's duties.
- Captain and subaltern of the day.** 931. A captain of the day or week, and a subaltern of the day, will be detailed in each unit to superintend regimental duties.
- Adjutant of the day, &c.** 932. An adjutant of the day, and any personnel, including

bands and drummers, required for garrison duties, will be furnished from the battalions in garrison, according to roster.

933. Soldiers will be warned for all duties, &c., by means of daily orders posted in a suitable place in the quarters of each company, &c. The soldier will be held personally responsible that he makes himself acquainted with all orders. Daily orders to be posted.

Guards and Piquets.

934. An O.C. a station will be responsible that the number of garrison and regimental guards and piquets is the lowest possible, and they will be replaced, wherever possible, by a system of police. Guards and piquets will mount at the hours the O.C. the station may deem best suited to the climate, and season. All guards and armed parties, before going on duty, will be inspected by the adjutant, or some officer of their unit. Guard mounting.

935. The standing orders of the guard will be read and explained to the men as soon as the guard has mounted. Every relief will be inspected before going out, and on its return. Duties of commanders of guards.

936. An officer or soldier will not take off any article of clothing or accoutrements while on guard, but the wearing of the great coat or cloak in the guard room will be optional. Guards not to take off clothing.

937. The commander will visit his sentries at least twice by day and twice by night to ascertain that they are alert on their posts and acquainted with their orders, and, in addition, he will send a N.C.O. with a file of men to perform the same duty at frequent and uncertain intervals. Visiting sentries.

938. A commander will never quit his guard except to visit his sentries, and will then inform the next in command of the probable time he will be absent. He will not allow any N.C.O. or soldier to quit the guard without leave, which will be granted only for special purposes. Officers and men not to quit their guards.

939. Every guard will turn out at the commencement of the *Reveille, Retreat, and Tattoo* sounding. The commander will then carefully inspect it. Reveille, retreat, and tattoo.

940. When a fire breaks out or an alarm is raised, every guard will immediately turn out under arms, and so continue until the fire is extinguished, or the cause of alarm has subsided, unless otherwise ordered. Fire or other alarm.

941. Sentries will be relieved every two hours; but at night, in cold or inclement weather they may, at the discretion of the C.O., be relieved every hour. Regimental arrangements should be made for hot coffee to be provided free of charge at some period of the night for each man of the guard. Relief of sentries. Hot coffee.

942. A sentry furnished by a stable guard will mount with or without arms, at the discretion of the C.O. Stable guards.

943. A commander will render his guard report on A. F.—B 160. He will also send an immediate report to the field officer or captain of the day of any unusual occurrence on or near his guard. Guard reports.

944. A patrol or piquet detailed to assist the civil authorities, or to quell a disturbance in which soldiers are concerned, will be armed and provided with ammunition, and, when employed in the actual suppression of disturbances will be under the command of an officer. A regimental piquet or patrol employed in the apprehension of soldiers may be sent out with side arms only. Patrols detached to assist the civil authorities.

945. Every guard will be dismissed on its regimental parade, where it will be inspected and its arms examined. In the case of an officer's guard, the men will be dismissed by the commander Inspection of guards on being dismissed.

after he has reported to any officer of superior rank present on the parade. If the commander of the guard is a N.C.O., a report will be made to the adjutant or orderly officer previous to dismissal.

Young officers to be supernumeraries on guard. Commander responsible for stores, &c.

946. A young officer will be placed on guard with a senior officer, as supernumerary, for instruction.

947. All stores and furniture (including watch coats) in charge of a guard will be handed over from one commander to another. The commander of the relieving guard will be responsible for their correctness, and will, in his report, note the condition of each article when taken over.

Duties in Aid of the Civil Power.

Calling out of troops to be reported.

948. When troops are called out in aid of the civil power at home, the general or other officer to whom application is made for assistance, will immediately report the fact by telegraph to the War Office and to the G.O.C.-in-C. The commander of the party will report daily in writing to the War Office, as well as to the O.C. the station from which he has been detached, the progress of the service on which he is employed.

Magistrate's requisition in case of riots or expected riots.

949. Except in cases of great and sudden emergency (as explained in para. 967), an officer will not order out or take out troops for the purpose of aiding in the suppression of riot, the maintenance of the public peace, or the execution of the law, or of assisting the civil power in case of an expected riot, without the requisition in writing, or by telegram, of a chief constable or magistrate (or sheriff in Scotland or Ireland), having jurisdiction in the place where the services of the troops are required. In the cases of boroughs and cities the requisition will be made by the mayor or chief magistrate, and not by any other magistrate, except on an emergency, but in Ireland the requisition may be made by a divisional commissioner, resident magistrate, the chief or assistant commissioner of the Dublin Metropolitan Police, or officer of the Royal Irish Constabulary; where, however, a resident magistrate makes a requisition, it will be sent to the O.C. the troops through the office of the city, town, county, or district inspector of police. The military authorities will arrange for the despatch of troops, and inform the civil officer who requisitioned them of their numbers and of the time at which they may be expected to reach their destination. The responsibility for deciding as to the strength and composition of the force detailed rests with the military authorities. If the civil officer mentions them, it will only be as a guide to aid in estimating the force required.

Civil authority will supply accommodation, &c.

950. The chief constable of a county or riding, or the Watch Committee in the case of a borough or city, &c., is the civil authority to whom the O.C. the troops will look to make arrangements for accommodation, food, and other immediate requirements, and for meeting the troops at the station, or conducting them to the place where their assistance is required.

Magistrate to be present with troops.

951. The chief constable will also arrange that a magistrate shall meet the troops either at a station, or at some place on the way to the scene of the riot, or apprehended riot, and in the event of the troops being divided so as to act in different places, one magistrate will accompany each division of the troops; but in any case where there are more magistrates than one present, one only will act with the commander of the troops detailed for this duty.

952. The commander will consult with the magistrate and with the senior police officer present, and decide as to the disposition of the troops. Disposition of troops.

953. The commander will move the troops to the place to which he may be directed by the magistrate in regular military order, with the usual precautions. He will not permit the troops to be scattered, detached, or posted in a situation where they would not be able to act in their own defence. The magistrate will accompany the troops, and remain as near the officer in command as he can. Movement of the troops and position of the magistrate.

954. In the event of the disturbance amounting to a riot, if the magistrate and troops are both present, it will be the duty of the magistrate, if circumstances permit it, and it has not already been done, to read or cause to be read the Proclamation under the Riot Act, and to call upon everybody present to assist him in the suppression of the riot. Proclamation under the Riot Act.

955. The reading of the Proclamation under the Riot Act is important, both as conveying a distinct warning to the crowd, and as involving the legal consequence that those who do not disperse within one hour are guilty of felony; but it must be understood that to justify the exercise of military force in the prevention of serious outrage and damage to persons or property, it is not necessary to wait for the Proclamation to be read, much less to wait till one hour has expired after it has been read. Importance of Proclamation under Riot Act.
Proclamation not necessary in cases of emergency.

956. If the magistrate concludes that the police are unable to cope with the riot, and that the necessity of the case demands the interference of the troops by action, then, whether the Proclamation has been read or not, it is his duty at once to request the commander of the troops to take action. This request should be made distinctly, and, if possible, in writing, although if given by word of mouth it will be sufficient. Magistrate will request O.C. to take action.

957. When so requested to take action it will be the duty of the officer to take such military steps as in his opinion the situation demands. In doing so he will have absolute discretion as to the action to be taken, and as to the arms, including firearms, which the troops shall use, and as to the orders he shall give, including the order to fire. But the magistrate and the officer are each responsible respectively for anything done or ordered by them which is not justified by the circumstances of the case. Duties of O.C. when requested to take action.
Responsibility of magistrate and officer.

958. If the officer thinks it unnecessary to take immediate action it is not obligatory upon him to do so, nor will he continue any action longer than he thinks it absolutely necessary. Officer has full discretionary power.

959. All commands to the troops will be given by the officer. The troops will not, on any account, fire except by word of command of their officer, who, if it becomes necessary to order the troops to fire, will exercise a humane discretion in deciding both the number of rounds and the object to be aimed at. Commands to be given by the officer.

960. An officer commanding troops, on every occasion when employed in the suppression of riots, or the enforcement of the law, will take the most effectual means, in conjunction with the magistrates, for explaining beforehand to the people that, in the event of the troops being ordered to fire, their fire will be effective. Warning that fire of troops will be effective.

961. When the detachment does not exceed 20 files, it will be told off into four sections. If it exceeds 20 files, the detachment will be told off into more sections than four. Detachments, how told off.

962. If the commander is of opinion that a slight effort will attain the object, he will give the command to one or two specified Firing by files or sections.

files to fire. If a greater effort be required, he will give the command to one of the sections to fire; the fire of each of the other sections, if required, will only be given on the regular word of command of the commander.

Where there are more officers than one.

963. If there are more officers than one with the detachment, and it is necessary for more sections than one to fire at a time, the commander will clearly indicate to the troops, what officer is to order any of the sections to fire. An order to any file or section to fire will not be given by any person, except the officer indicated by the commander.

Serious nature of the duty.

964. If it becomes necessary to fire, officers and soldiers have a serious duty, which they must perform with coolness and steadiness, and in such a manner as to be able to cease fire the instant it is no longer necessary.

Instructions as to firing.

965. Care will be taken not to fire upon persons separated from the crowd. To fire over the heads of a crowd has the effect of favouring the most daring and guilty, and of sacrificing the less daring, and even the innocent.

Magistrate and troops to remain on scene of riot.

966. The magistrate and the troops will both remain at the place of disturbance until it is decided by the magistrate and the commander that they can withdraw with safety.

General powers of military in cases of immediate and pressing danger.

967. The statement above given refers to the normal case, in which the military are present in consequence of an application made by the civil authorities, and the occasions when an officer would be justified in taking action without having received such an application are very rare. It is, however, possible for extraordinary cases to arise of immediate and pressing danger—when violent crimes are being or are likely to be committed—which, in the opinion of the officer, demand his immediate interference. In these emergencies the officer should take such action as he thinks necessary, although he has not received any direction from a magistrate, whether the absence of such direction is due to a magistrate not being present, or to any other cause.

Requisitions of governors of convict establishments.

968. The O.C. a station or corps, on the requisition of a governor of a convict establishment, will afford assistance in aid of the civil guard, in cases of emergency such as a disposition on the part of the convicts to mutiny. The demand of the governor and the completion of the service will be immediately notified to the G.O.C.-in-C.

Working and Fatigue Parties.

Working parties.

969. Soldiers, other than those belonging to the departmental branches, will be detailed for working parties as seldom as possible. On days allotted to their training, they will only be employed on working parties under exceptional circumstances.

Indents for military labour.

970. An indent for military labour will be made on A.F. B 156, and an O.C. an unit will not furnish working parties without the approval of the G.O.C.-in-C.

Working pay.

971. Working pay will only be granted for work specified in the Pay Warrant.

If the party be employed on piece work, it is the duty of the superintending N.C.O. to keep an account of the work done by each man, with a view to the apportionment among the working party of the amount earned.

Proportion of N.C.Os.

972. The number of N.C.Os. employed to superintend working parties shall not exceed the proportion of one N.C.O. to 20 men except:—

- (i.) When a larger proportion is authorised by the G.O.C.-in-C.
or
(ii.) When the party is engaged in scraping or painting quick-firing ammunition, or scraping or painting ordnance, shot or shell, carriages, slides, or miscellaneous stores,
when the proportion may be one N.C.O. to 10 men.

A working party of less than 20 men shall, when possible, be in charge of a N.C.O. who can be employed in working at his craft.

973. Soldiers will be employed on fatigues, that is, routine work connected with the administration of the troops, whenever the public service requires it, at such hours as will not interfere with their training. Fatigue parties.

Coal fatigues will be performed by defaulters. If none are available, the fatigues will be performed as follows :—

- (i.) For non-regimental quarters, offices, schools, gymnasias, and other similar buildings, by the soldiers or civilian subordinates at such quarters, &c., or by arrangement with the contractor, provided no expense to the public is incurred thereby.
- (ii.) For officers' mess and quarters and serjeants' mess, by servants and waiters.
- (iii.) For regimental institutes and offices, by men employed thereat.
- (iv.) For married quarters and barrack rooms, by the occupants of the quarters or rooms.

Light carts, or trucks, should be utilised, wherever available.

974. When electric light operations, electric light practice, instruction in military engineering, or other engineering instruction or work is carried on, an officer of the R.E. will have charge of the work. Officers of other corps taking part in the above operations will be informed by this officer (notwithstanding that they may be senior to him) as to the work to be done and will give the necessary orders to their men. Officer of R.E. to have charge of instruction in military engineering, &c.

975. A staff serjeant, other than a regimental-artificer employed on working parties, will be exempt from manual labour, except such as is necessary for his duties as a superintendent. All other N.C.Os. and men are liable to be required to work at their crafts. A serjeant, corporal, or second-corporal of R.E., for whom there is suitable employment at his craft or in superintending working parties, will not, except in cases of emergency, be required to work as a labourer. A serjeant or corporal of infantry required to complete the number of superintending N.C.Os. will not ordinarily be employed at manual labour. Liability of N.C.Os.

976. The meals of the working parties will be so arranged as to prevent loss of time. Meals.

8.—DUTIES IN REGARD TO BARRACKS.

General Instructions.

977. The C.O. of an unit, under the direction of superior authority, will be responsible for the care and sanitation of barracks, barrack enclosures, and War Department ground placed in his charge. Responsibility of C.O.

978. The C.O. is responsible that the floors of riding-schools and closed manèges are kept in repair, and properly raked and watered. The materials will be laid down under the supervision of the R.E. Riding-schools.

979. A company, &c., commander, will, when practicable, attend Attendance of officers.

the inspection of his own barrack rooms and stables; a medical officer will attend that of the hospital. The riding-master will attend at the riding-school, and a veterinary officer at the veterinary hospital. These officers will attest by their signatures in the note-book of the officer making the inspection, the list of damages or losses to be assessed in their respective departments, or object on the spot to any charge against which they wish to appeal. The officer i/c barracks will also initial the note-book of the regimental officer. When bedding and furniture, with regard to which questions of damages may arise, are returned to the barrack store, a regimental officer will attend.

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Notice of
appeals.

980. The receipts of periodical and marching-out inspection reports will be immediately acknowledged by a C.O. and an accountant by letter to the officer from whom they are received. A C.O. will then forthwith give written notice to the C.R.E., or officer i/c barracks, of the items against which they intend to appeal. If the charges are maintained by the assessing authority, the case will be submitted to the G.O.C.-in-C., who will deal with it in the manner laid down in paras. 670 to 672.

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Assessments
to be pub-
lished in
orders.

981. The amount of damages or losses assessed against troops at any inspection of barracks will be charged as far as possible against individuals. All accounts not traceable to individuals will be a general charge and shared among the troops. The amounts assessed against each company, &c., will be published in regimental orders.

Charges for
cleaning
rooms and
passages.

982. A charge will not be made against the troops for washing rooms or passages unless neglect is apparent, or the building has been left in a dirty state. Such cases should be immediately reported by the C.O. to the brigade commander.

Cricket-
grounds, &c.

983. Cricket-grounds and places of outdoor recreation are part of the barrack establishment, and the expense of repairing injury done to them by the troops is chargeable as barrack damages.

N.C.O.
in charge of
rooms.

984. A N.C.O. in charge of a room will bring to notice at once any losses or damages so that responsibility may be fixed upon the individuals liable. Cases are rare in which it is proper to make a general charge for bedding lost or damaged.

Regimental Inspections.

Periodical
inspections.

985. During the first week of every month the O.C. the troops occupying a barrack—or an officer deputed by him—will make an inspection of the buildings, stores, and bedding in possession of the troops. He will note repairs to be made, and stores to be replaced, and see that the articles of bedding agree with the number shown in the bedding book. This inspection will be unnecessary in any month in which the periodical inspection is made by the officer i/c barracks and the R.E. After these monthly inspections, the C.O. will forward an indent on A.F.—F 765 for articles to be replaced or exchanged.

Medical Inspections.

Medical
inspections.

986. A medical officer will inspect the whole of the barracks, including the married quarters, at least once a month, reporting to the C.O. if they are not kept in a proper state of cleanliness.

Periodical
sanitary
inspection.

987. The P.M.O. will submit to the G.O.C.-in-C. the dates proposed for his periodical sanitary inspection of barracks, and the dates, when approved, will be published in command orders. The inspection will be attended by :—(i.) an officer, not below the

rank of captain, to represent the O.C. the station ; (ii.) a representative of the chief engineer ; (iii.) the medical officer ; (iv.) the quartermaster.

Royal Engineer Inspections.

988. An officer of R.E., detailed by the chief engineer, will inspect the barracks quarterly with reference to any repairs that may be required. The quartermaster of the unit concerned will attend the inspection. Quarterly.

989. The chief engineer, or his representative, will inspect the barracks annually and will furnish a report thereon to the O.C. station concerned calling attention to sanitary conditions. The O.C. the troops in each barrack will detail an officer, not below the rank of captain if available, to attend the inspection. The report of this inspection will be forwarded through the chief engineer to the G.O.C.-in-C. Yearly.

Army Service Corps Inspections.

990. The officer i/c barracks will make an annual inspection of stores in possession of troops in barracks, at each station where a transfer of the expense store charge has not already taken place. The quartermaster of the unit concerned will attend the inspection. Yearly.

Marching-in and Marching-out Inspections.

991. To save time and labour these inspections will, whenever possible, be combined. To be combined.

992. The C.O. of a unit, in conjunction with an officer of the R.E. and the officer i/c barracks, will cause all buildings, fixtures, and furniture, allotted for the use of troops, to be inspected (if possible before the arrival of the troops) to ascertain their condition. This inspection will be carried out by an officer not below the rank of captain, or by the quartermaster, of the unit concerned. The troops then become responsible for the buildings, &c., handed over. Taking over barracks.

993. A party not exceeding two officers, four N.C.Os., and twelve rank and file will take over barracks for a regiment or battalion, except when sea passage outside the United Kingdom is involved. This party, unaccompanied by any families, should precede the unit, and a party of the same strength should be left behind to give over barracks. Detachment to take and give over.

994. An officer taking over barracks on behalf of a unit will initial and date each inventory before leaving the room, or quarter ; he will, at the same time, if relieving another unit, make out a list of any articles requiring exchange or replacement, so that he need not refrain from initialing the inventories. Officer taking over barracks.

995. As soon as possible after marching in, the C.O. will sign a certificate, in duplicate, on A.F.—G 1062. Certificate after marching in.

996. When troops are ordered to hand over a barrack the O.C. station will give the R.E. officer and the officer i/c barracks the earliest possible intimation of the hour and date at which the buildings will be vacated, in order that arrangements may be made for the marching-out inspection. Notice of movements to be given.

At this inspection an experienced officer will accompany these officers in going over the whole of the barracks, and in assessing the damages. Before leaving each room, or quarter, the former officer will attest by his signature in the note-books of the other Marching-out inspections.

officers, the correctness of the damages or deficiencies noted therein, or object, on the spot, to any charge against which he wishes to appeal.

Appropriation and Equipment.

Appropriation, &c.

997. The appropriation of each building, &c., will be lettered on the door in agreement with the particulars given in A. F.—K 1294. The appropriation of each room and the number of fuel units allowed will be recorded on A. F.—K 1251. An alteration of the appropriation will not be made except as described in para. 1030.

Inventories.

998. Inventories of barrack furniture and utensils will be made out and signed by the officer i/c barracks, and of fixtures by the R.E. These inventories will be pasted on separate mail-boards. In the case of barrack accessories, the inventories will be retained by the quartermaster of the unit in occupation. In the case of barrack rooms and the quarters of married soldiers, they will be kept by company, etc., commanders.

Private alterations or addition.

999. Alterations or additions will not be made to rooms or buildings by any officer or soldier without the sanction of the G.O.C.-in-C., who may approve minor alterations not affecting accommodation and not at variance with approved types and provisions in barracks. When such alterations affect record plans, a report, accompanied by the necessary drawings, should at once be made to the War Office. Temporary buildings, huts, or stands may be similarly approved by the G.O.C.-in-C., as well as the erection of a stage within a building. Such erection will not be taken into use until it has been passed as fit, especially with regard to risks of fire, by the C.R.E. Any person who makes an unauthorized alteration in the gas or water fittings or interior arrangements of any building allotted for the use of troops, will be liable to pay for any excess of gas or water consumed and for the expense of replacing the fittings as they originally stood.

Protection of unoccupied buildings.

1000. Unoccupied buildings within a barrack enclosure, as well as buildings in the actual possession of the troops, are, as regards their security, under the charge of the C.O.

Temporary use of available accommodation.

1001. A general commanding may sanction the temporary use of spare accommodation for army purposes:—(i.) when no expense to the public is involved; (ii.) when the purpose is one usually provided for at the public cost, and the expense involved is within the limits prescribed in para. 1031 (vi.) and (vii.).

Sanitation.

Infected articles.

1002. In cases of epidemic disease, every care will be taken to secure that articles likely to convey infection are not returned to the barrack expense or ordnance store. Should there be any reason to believe that infected articles of bedding, clothing, tentage, &c., have been so returned, the officer concerned will be at once warned.

Ventilation.

1003. The windows of every barrack-room will be opened sufficiently to allow of free ventilation, and will be kept open as far as the weather and season admit.

Cleaning of tanks and cisterns.

1004. Tanks used by troops will be periodically cleaned out by the R.E., and cisterns, where accessible, by the troops themselves.

Fatigue duties of troops.

1005. The cleaning of surface-drains and catch-pits and the flushing of latrines, where skilled labour is not required, will be performed by fatigue parties.

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1006. Attention will be paid at all times, and especially during the prevalence of epidemic disease, to the state of the latrines and urinals, and to the disinfecting of ash-bins. A C.O. will issue special orders that improper articles are not thrown into them or into the drains. Sanitary arrangements.

1007. The C.O. is responsible that the duties laid down in the Regulations for Engineer Services—Drainage Section—are performed with regularity by the troops. A sanitary manual—Instructions in the Care of Barracks—is issued to units for guidance in the more technical part of the duties. Responsibility of C.O. for water supply duties.

1008. Cows, pigs, goats, poultry, &c., will not be kept, nor will horses and dogs be allowed to run loose, within the boundaries of barracks or hospitals. Animals prohibited.

1009. Yards and parades will be kept in order by the troops. Accumulation of snow on the roof of any building, occupied or not, will be removed by troops under the supervision of the R.E. Yards and parades to be kept clean.

Precautions against Fire.

1010. Petroleum spirit for private use will not be stored or sold in barracks.

1011. In all barracks and stations where mineral or highly inflammable oils are kept, for sale in institutes, or for public or private use, the following rules will be strictly adhered to:— Storage of explosive oil.

(i.) A board must be assembled to decide what quantity may safely be kept in store, the place in which it is to be kept and the regulations under which it may be issued.

(ii.) The board will be guided by the provisions of the Petroleum Acts in force, the Statutory rules and regulations issued by the Secretary of State for the Home Department under the Locomotives on Highways Act and local enactments, and will conform thereto as far as circumstances allow.

(iii.) When practicable an officer of R.A. and one of R.E. will be members of this board. The proceedings will be submitted for the approval and remarks of the brigade commander, who will cause periodical inspections to be made, so as to ensure that the necessary arrangements are carried out. In framing these regulations it will be necessary to guard against the oil being stored in places to which men can have access after dark, and to direct that lights be not taken into the store at any time. Proximity to magazines and storehouses must invariably be avoided, and the hours of issue must be such as to ensure that the utmost precautions are used to avoid danger from fire. In all places where oil is stored a box of sand or dry earth should be placed, to be thrown at once on any oil or spirit that may have become ignited; water should not be used.

1012. The C.O. will see that A. F.—K 1289 is hung up in every building where mineral oil lamps are used. Mineral oil lamps.

1013. Suitable sheds for the storage in barracks of motor vehicles which are the private property of officers may be erected at the expense of the officers concerned, as encroachments, under existing regulations. The following rules will be adhered to, and copies will be affixed to the walls of the sheds:— Motor vehicles, storage of.

(i.) Replenishment of fuel tanks of motor cars or bicycles may only be made in the open air and at a distance of not less than 10 yards from any shed, or other building.

(ii.) In the case of motor vehicles fitted with burners, such burner shall not be lighted, or allowed to remain alight,

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within 10 yards of any shed or building, or pile of inflammable material.

(iii.) Smoking is not allowed within the sheds.

Precautions
against fire.

1014. Lights or freshly made up fires will not be allowed in barrack-rooms or buildings occupied by troops—except in hospitals, latrines, guard-houses, galleries, or stables—later than a quarter of an hour after the last post, when an officer will visit the barracks to see that this order is obeyed. Lights are permitted in serjeants' messes up to 11 p.m. Soldiers are prohibited from smoking in buildings or tents where there is loose straw. The occupants of married quarters should be cautioned to be careful in the use of fires and lights, especially mineral oil lamps, and against the use of cheap oils with a low flashing point. The draping of mantel-pieces in government quarters is prohibited. Fireworks or bonfires in barracks or camps are prohibited.

1015. In the barracks of a mounted unit, before the "dismiss" is sounded, the orderly officer will see that all the stable buckets are filled with water and left in the most accessible spot; and a note showing that he performed this duty will be made in his report. The person responsible for the closing of rooms or buildings in which fires or lights are used during the day, but which are unoccupied at night, will personally ascertain, before leaving for the night, that the gas is turned off, and that there is nothing which might lead to an outbreak of fire. In messes, canteens, &c., all rooms in which fires or lights have been used during the day will be swept out before being closed at night. The raking out of a fire on to the hearthstone should be avoided. Towards the time for "Lights out" in the case of occupied buildings, other than hospitals and guard houses, or the time for closing in the case of buildings unoccupied at night, all fires should be allowed to die down as much as possible. A duplicate key or spanner of all gas stop-cocks, or master-key of locked cupboards in cases where the cocks are boxed in, will be kept in the guard-room to enable the gas to be promptly turned off from any building in case of fire.

Fire-piquet.

1016. Immediately after troops enter upon the occupation of any barracks, the C.O. will appoint a N.C.O. and a party of men as a "Fire-piquet," who will make themselves acquainted with the sources from which the fire-engine can be supplied with water, the mode of adjusting the hose and of working the engine. The C.O. will see that the engines are kept clean and the hose properly dubbed, and cause each engine to be tested monthly. The whole of the hose will be attached to the engine or stand-pipes and tested, and the hydrant boxes examined and cleared.

Care of fire
engines, &c.

Keys for
water
supply.

1017. Four keys, each of which fits every hydrant and stopcock on the water mains, are provided for each barrack, and will be distributed as follows: one each in charge of the R.E., and the A.S.C., one in the fire-engine house, and one in the regimental guard room. Notice boards should be put up in all barracks, showing where these keys and the key of the engine house will always be found.

Practice
with fire
engines.

1018. A general commanding should frame local regulations, defining the duties and distribution of the troops in the event of fire breaking out either within the barracks or in their neighbourhood. The troops should be practised by day and night, in turning out and concentrating upon any given spot with the fire-engines and apparatus. In wooden hut encampments the fire-screens and fire appliances will be distributed at convenient and accessible spots.

1019. If an escape of gas occurs in barracks the lights will be turned off immediately, and the upper sashes of the windows opened. The officer i/c barracks, or his representative, will be at once informed. Gas escape.

1020. An officer or soldier, as well as any other person in army employ, will be liable to make good damage done to government property by fire, the result of his own neglect, but in view of the large sum to which liability may extend in such cases, the amount to be recovered will usually be limited to the equivalent of a week's pay of the individual who is held responsible. Liability for damage by fire.

1021. Whenever a fire, explosion or similar occurrence involving the destruction of public property takes place in any barrack building, a garrison board of officers (to include a R.E. officer and the officer i/c barracks, if available at the station) will be immediately assembled to investigate the cause of it. Board to assemble after fire or accident.

1022. The board will record an opinion as to how the fire or other occurrence originated, and as to whether it was purely accidental, or whether neglect is attributable to any individual.

1023. The report of the board will be accompanied by a list of any public stores damaged or destroyed, a statement of the loss involved, and a separate estimate from the C.R.E. of the cost of structural repairs. The report will be sent to the G.O.C.-in-C. who will deal with the case in the manner laid down in paras. 670 to 672. 8
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1024. When a fire of an extensive nature occurs, causing loss of accommodation in a barrack, an immediate report will be made to the War Office stating the number of troops or horses displaced and how they will be temporarily accommodated.

1025. Insurance of any kind against fire or any other risk of private property in barracks, or on board a transport, will not be effected by an officer or soldier without the knowledge of his C.O. Insurance of private property.

Re-appropriations, Sites for Buildings, and New Buildings.

1027. The board assembled to report on re-appropriations, on sites for buildings, or on new buildings, will consist of—(i.) a field officer as president; (ii.) a regimental officer; (iii.) one or more departmental officers, according to the matter to be considered; (iv.) a R.E. officer; (v.) the officer i/c barracks, and (vi.) in the case of quarters, a medical officer. The officer at (ii.) will not be required if a regimental field officer is president. Board.

1028. The proceedings of the board will be referred for the remarks of the head of the department concerned in the command.

1029. In minor cases not affecting quarters, it will be unnecessary to assemble a board, but the opinion of the O.C. the corps and of other officers concerned will be obtained. Board unnecessary.

1030. It is the duty of a C.O. or head of service or department, to bring to notice any re-appropriation which, in his opinion, would lead to economy and be of advantage to the service. Any proposal for the re-appropriation of buildings in use by troops will be transmitted to the officer i/c barracks for submission to the G.O.C.-in-C., who will report to the War Office on A.F.—K 1318 in duplicate. Proposed re-appropriations.

1031. Subject to the following conditions a minor re-appropriation may be sanctioned by the general commanding, the change being reported in the half-yearly statement on A.F.—K 1272. Minor re-appropriations.

(i.) Full information will be first obtained on A.F.—K 1318.

(ii.) Accommodation of an unusual kind or size will not be given.

(iii.) Officers', barrack room, married soldiers', hospital ward, or stabling accommodation will not be reduced.

- (iv.) Space assigned to mobilization stores will not be taken.
- (v.) The cost of the engineer services involved will not exceed £100, the funds to be provided locally.
- (vi.) An increase, actual or probable, in lodging or other allowances will not be incurred beyond a total of £20 a year.
- (vii.) A special or unauthorized issue of furniture or equipment will not be involved.

Funds available.

1032. Proposals for re-appropriations, which cannot be carried out owing to want of local funds, will not be put forward to the War Office, except in cases of special urgency which could not have been foreseen.

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Sites for buildings.

1033. Whenever it is proposed to construct buildings either for the use of troops or upon land appropriated for their use, the C.R.E. will forward a plan of the site he suggests, with his reasons for the selection, to the O.C. station, who will, except in minor cases governed by para. 1029, refer the matter to a board. When the C.R.E. is not a member of the board the proceedings will be forwarded for his observations. The selection of the site will be submitted to the G.O.C.-in-C., who will decide in all cases except when a site is required for new barracks, large reconstruction schemes, or for new barrack buildings in or near works of defence, or near army ordnance or electric lighting establishments. In the latter cases he will forward the proposals to the War Office. Plans of all sites approved locally will be sent to the War Office.

New buildings, completion of.

1034. When the completion of new or reconstructed barrack buildings is reported by the R.E. or barrack construction department, the G.O.C.-in-C. will either assemble a board under para. 1027, or call for an opinion under para. 1029. Any recommendation for minor additions or alterations to the buildings will be referred to the officer or official concerned for his report and an estimate. When satisfied that all is correct, the G.O.C.-in-C. will give authority for handing over the buildings.

Details of new accommodation.

1035. Proceedings of boards or reports on new or reconstructed buildings will be accompanied by a statement, on A.F.—K 1251, of the particulars of the accommodation reported upon. This statement will be prepared by the C.R.E., or barrack construction department and be retained by the officer i/c barracks.

Report to War Office.

1036. In the case of a new barrack or extensive addition to a barrack, the general commanding will report the handing over as soon as it has taken place, quoting the item of estimates or other authority for the work, the report to be accompanied by the proceedings of the board and by a statement of the accommodation in a form corresponding to the barrack return. In the case of smaller barrack buildings, the general commanding will include the accommodation in the half-yearly statement on A.F.—K 1272. A report will not be made of the completion (i.) of re-appropriations approved by the War Office unless specially called for, or (ii.) of alterations of a minor character not affecting the barrack return.

Miscellaneous Barrack Duties.

Consumption of gas and water.

1037. The C.O. will exercise a careful supervision over the consumption of gas and water. During frosty weather the instructions contained in Regulations for Supply, Transport, and Barrack Services (App. VII.) will be observed. When there has been an excessive consumption of gas or water, the general commanding will direct the

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C.R.E. to report whether the excess can be traced to any defect in works under the charge of the R.E. Twenty gallons a day for each officer, man, woman, and horse, and 10 gallons a day for each child, is a liberal supply of water for all purposes in barracks. For the personnel and patients in military hospitals, 50 gallons per head daily may be taken as a guide to the quantity of water required. Any higher rate will be closely inquired into. Water scale.

1038. A barrack subordinate will not have any duties in connection with supplies of provisions or forage from contractors, and will not be called upon for an opinion with regard to such supplies. He will not be employed in making purchases in default. Where there is not a supply officer at the station, this will be done by a regimental officer under the direction of the C.O. Responsibility in regard to supplies.

1039. A C.O. will restrict the admission of strangers into barracks, and will exclude all persons not of respectable character. Admission of strangers.

Monuments, &c., in Churches and Chapels.

1040. A memorial is not to be erected in any garrison church or chapel until the sanction of the G.O.C.-in-C. has been obtained. Except in very special cases, such sanction will only be given when the individual whose memory it is proposed to perpetuate was, at the time of his death, on full pay on duty at the station to which the church or chapel belongs. Erection of monuments.

The senior chaplain in charge of the church or chapel should invariably be consulted with regard to the inscription, and the design and inscription submitted to the War Office, for approval.

1041. Memorials in garrison churches should be so designed as to harmonise with the decorations of the interior. Designs.

4.—ALLOTMENT OF QUARTERS.

General Instructions.

1042. An application for quarters will be sent to the officer in barracks, who will assign them. Application for quarters.

1043. The accommodation in public quarters to which officers and others are entitled is shown in the following table, but special exigencies may render it necessary to allot quarters of less extent. The scale will be subject to the modification mentioned in paras. 1043, 1053, 1054, 1061, and 1065, and to any analogous modification made on the authority of the general commanding. Accommodation to which various ranks, &c., are entitled.

Class for Allowances, as laid down by the Allowance Regulations.	No. of rooms to be allotted.		Class for Allowances, as laid down by the Allowance Regulations.	No. of rooms to be allotted.	
	Personal.	Servants, &c.		Personal.	Servants, &c.
1		Special.	12	1	$\frac{1}{2}$
2		Special.	13	2	1
3	7*	2*	14	1	$\frac{1}{2}$
4	6	2	15	2	1
5	5	1	16	{ married 2 unmarried 1	
6	4	2	17		
7	5	1	18	1	
8	4	2	19	{ on mar- ried roll }	1
9	4	1	20		
10	2	1			
11	3	1			

* But "special" when in command of a district.

Officers.

Choice of quarters.

1044. An officer's claims to choice of quarters will be governed by his precedence.

When an officer has been put in possession of a quarter by proper authority, he is not to be dispossessed by an officer of corresponding rank.

Scale of accommodation.

1045. A quarter for a staff officer or for an officer of a service or department will, as a rule, be specially appropriated, but where unoccupied accommodation exists, and is likely to continue available, such officer will (unless excepted by authority from the G.O.C.-in-C.) be allotted the quarter.

Unoccupied quarters.

1046. An officer has not a right to a quarter which he does not occupy; except (i.) a C.O. in lodgings, who may have a room in barracks, if he does not thereby exclude another officer; (ii.) a married officer, not drawing lodging money, who is permitted to reside out of barracks.

Servants' rooms.

1047. A soldier servant will not sleep in the servants' rooms attached to officers' quarters (classes 12 and 14), nor will he keep his arms and accoutrements therein.

Variation in scale.

1048. The following special variations in the scale in para. 1043 will be made:—

(i.) A staff officer or a mounted officer of a service or department will be allowed an additional room for his groom.

(ii.) A captain or lieutenant of the R.E. or the A.S.C. will be allowed a whole room or kitchen for a civilian man-servant, if he keeps one.

(iii.) An officer of the R.E., A.S.C., or R.A.M.C., in receipt of forage or forage allowance will be allowed an additional room for a civilian groom, if he keeps one.

(iv.) Any officer who is a student at an educational establishment will be allotted quarters under class 12.

(v.) An officer of the Coast Battalion, R.E., a R.A. district officer, a quartermaster, or a riding-master, below class 11, will be allowed two rooms and a kitchen. This will not, however, apply to a married riding-master or quartermaster while his quarters are retained under paragraph 1049, or lodging money is continued under the Allowance Regulations for his family at another station.

(vi.) An officer of the R.A.M.C. (other than a professor, assistant professor, or quartermaster) will be allotted, according to rank, any available regimental quarter in connection with his mess, where such is established.

Surrender or retention of quarter during absence.

1049. A quarter will be available for re-allotment immediately the occupant quits the station, except during the officer's absence on duty or leave, provided such absence is not expected to exceed 61 days.

Should the absence be extended beyond 61 days, the quarter may, in special cases, be retained for the further period, on the authority of the G.O.C.-in-C.

A quarter may be retained, at a station abroad, for a staff or other officer on leave, (for 122 or 183 days, as provided for in the Pay Warrant) on the understanding that additional expenditure, direct or indirect, is not thereby incurred for lodging allowance.

Nothing in this paragraph will give an officer a right to the retention of his quarter during absence in cases where the G.O.C.-in-C. thinks it desirable to make other arrangements.

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A married quartermaster, riding-master, inspector of army schools, inspector of ordnance machinery, or commissary, deputy commissary, or assistant commissary of ordnance, may, however, retain his quarters for a period not exceeding 91 days, when (i.) detached on temporary duty; (ii.) sent on active service; (iii.) proceeding on sick leave; or (iv.) transferred for duty elsewhere while his family cannot accompany him owing to certified illness; provided in all cases that the quarters are necessarily occupied by his family.

1050. The following may live out of barracks whether accommodation is available or not:— Exemption from occupation.

(i.) A chaplain at a home station, unless a suitably placed departmental quarter can be allotted him.

(ii.) An officer detached to a station for a period under eight days for temporary duty not requiring him to take his heavy baggage.

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This period may be exceeded up to a total of limit of thirty days under the authority of the G.O.C.-in-C. when he is satisfied that the circumstances of the case justify this exceptional treatment.

(iii.) An officer of the R.E. or A.S.C., when all available quarters are required for the officers forming the establishment of the troops stationed in the barracks, including at a *dépôt* the average number of militia officers coming up for drill.

(iv.) An officer whose daily place of duty is at such a distance from barracks as, in the opinion of the G.O.C.-in-C., to interfere with the due performance of his work. The officer must, however, reside nearer his work than he would do if quartered in barracks.

(v.) An adjutant of yeomanry or volunteers.

(vi.) An adjutant of militia, if in any special case it is inexpedient that he should occupy a quarter at a *dépôt* to the exclusion of a militia officer, within the average number of those coming up for drill. The authority of the G.O.C.-in-C. will, however, be necessary.

Warrant Officers.

1051. A quarter may be retained (i.) during a warrant officer's absence on leave not exceeding 42 days, or, on completion of a tour of service abroad, for the period for which he may be granted full pay; (ii.) during the temporary absence on duty of an unmarried warrant officer for a period of one month or less; (iii.) while a married warrant officer is in hospital, or absent on leave, or temporary duty, if his family remain in his quarter; (iv.) during the absence of a married warrant officer proceeding on active service or ordered away without his family, in which case the family may, if they have no home to go to, occupy quarters until the quarters are otherwise required, or until the family can make other arrangements for residence during the absence of the husband. Retention of quarters during absence.

1052. A serjeant-major-armament-artificer is exempt from the liability to occupy quarters except when on duty at a camp, or where special quarters are provided abroad. Exemption from occupation.

Schoolmasters and Schoolmistresses.

1053. A schoolmaster, though not a warrant officer, may have the accommodation assigned for class 15. It is undesirable to allot to another warrant officer or N.C.O. the quarter usually occupied by the schoolmaster. School-master.

School-
mistress.

1054. A schoolmistress married with leave may have class 15 accommodation, if stationed with her husband. A schoolmistress married to an individual entitled to quarters, and serving at the same station, cannot claim a double assignment of quarters, but the quarters may be allotted according to the class of the husband or the wife, whichever is the higher. An unmarried schoolmistress, or a schoolmistress whose husband is either not in the service, or is on duty at another station, will not be required to occupy quarters.

N.C.Os. and Men on the Married Roll.

Choice of
quarters.

1055. N.C.Os. in classes 16 to 18 are not entitled to special married quarters, though, subject to the provisions of paras. 1056 to 1063, the choice of vacant quarters will be by seniority.

Allotment
of larger
quarters.

1056. The larger quarters are intended for the larger families. The following table is a guide to allotment :—

Number of rooms (exclusive of scullery).	For allotment to a N.C.O. or man with
2	2 children or under.
3	From 3 to 5 children.
4	6 or more children.

1057. A N.C.O. or man with less than three children will not be allotted more than two rooms, as long as a man with three or more children, is provided only with two rooms.

A man will not be allotted more than three rooms if he has less than six children, as long as one with six or more children is provided only with three rooms.

Exceptions will be made only in the cases of N.C.Os. or others whom it may, for administrative reasons, be necessary to quarter in particular localities.

Double allot-
ment to a
large family.

1058. Two married quarters, each containing two rooms or more, will not be allotted to any N.C.O. or man, if the lodging list is affected thereby, without the authority of the brigade commander, who will satisfy himself that the family needs a second quarter, and that the case cannot be equally well met by placing the family on the lodging list.

Classes 19
and 20 to be
in barracks.
Single-room
married
quarters.

1059. A N.C.O. or man of class 19 or 20 with more than two children will, if possible, be accommodated in barracks.

1060. The following table is to be a guide in the allotment of single-room quarters :—

For a N.C.O. or man.	Minimum space.	
	Superficial.	Cubic.
	feet.	feet.
Without children	165	1,650
With one child, under 5 years..	180	1,800
With two children, under 5 years	200	2,000

1061. Two rooms will be allowed (i.) to a N.C.O. in class 17 or 18, when possible with due regard to the lodging list; (ii.) to a N.C.O. or man with more than two children, or with one child over five years of age. Variation in scale.

1062. An armament-artificer is exempt from liability to occupy quarters, except as laid down in para. 1052. Exemption from occupation

1063. Quarters may be retained—

(i.) By a N.C.O. or man on furlough not exceeding 42 days. Retention during absence.
(ii.) By a N.C.O. in class 16, 17, or 18 while on special furlough, with full pay, on completion of a tour of service abroad.

(iii.) For necessary occupation by his family during the time a N.C.O. or man is in hospital, on furlough, temporarily detached on duty without his family, or in prison or detention barrack, provided the sentence does not exceed six months.

(iv.) During the absence of a soldier on active service, or ordered away without his family, in which case the family may, if they have no home to go to, occupy quarters until the quarters are required, or until the family can make other arrangements for residence during the absence of the husband.

N.C.Os. and Men not on the Married Roll.

1064. A N.C.O. in class 16, 17 or 18 is required to occupy any unmarried N.C.Os. quarters that can be suitably allotted to him. A N.C.O. in class 16 will be allowed two rooms, when practicable without affecting the lodging list. Classes 16 to 18. Variation in scale.

1065. A serjeant in class 19 will be assigned a separate room in the portion of the barracks occupied by the single men, when this accommodation can be given; otherwise he will be in a barrack-room with the men. Class 19.

1066. An armament-artificer is exempt from liability to occupy quarters, except as laid down in para. 1052. Exemption from occupation

1067. A quarter may be retained during the absence of a N.C.O. or man, on duty or furlough, for a period not exceeding 14 days. Retention during absence.

5.—MEDICAL AND HOSPITAL DUTIES.

General Instructions.

1068. All medical and hospital duties connected with the army are governed by the Regulations for the Army Medical Service. Medical regulations.

1069. Hospitals will be classified as follows:—

- (i.) Military hospitals.
- (ii.) Military families' hospitals.

1070. Hospital accommodation for officers is provided at certain stations, under the conditions laid down in the Regulations for the Army Medical Service. Hospital accommodation for officers.

1071. An application for an officer to be admitted to King Edward VII. Hospital, London, will be submitted by a C.O. direct to the sister-in-charge, and for admission to the convalescent home, Osborne, direct to the Director-General Army Medical Service. King Edward VII. Hospital.

1072. When necessary, a guard will be furnished to the hospital, and the principal or senior medical officer will signify to the general or other O.C. station any particular orders he wishes to be given to the guard. Guard.

- Visits by regimental officer.** **1073.** A regimental officer will be allowed access to his men in hospital at suitable hours.
- Rules for patients.** **1074.** A patient will not have money or valuables in his possession nor receive pay or presents of food, drink, or luxuries without the permission of the medical officer in charge, who will bring the soldier's requirements to the notice of his C.O.
- Returns.** **1075.** A C.O. will, on the last day of each month, send A.F.—A 20 to the medical officer i/c the hospital in which his sick are treated.
- Transfers of men while in hospital.** **1076.** Returns, showing transfers of men in hospital which have taken place during the month, will be rendered, on the last day of each month, by a battery or company commander of R.A. or R.E. to the medical officer i/c the hospital in which his sick are treated.
- Inspection room and orderly.** **1077.** At a station where an inspection room is provided in barracks, the medical officer will there examine men reported sick, and soldiers in arrest. The furniture of the room will be in charge of the unit occupying the barracks. The O.C. will furnish for the inspection room a permanent orderly, who should have a second-class certificate of education, to be under the orders of the medical officer.
- Examination of sick and removal to hospital.** **1078.** The examination of the sick will be made at such hours as will enable them to reach the hospital before the hour of the morning visit.
- Sick report.** **1079.** The name of every soldier reporting himself sick will be entered in the "Sick Report" (A.F. B 256), which will be prepared in duplicate.
- Soldier attending hospital.** **1080.** A soldier temporarily unfit, but for whom treatment in hospital is not essential, will attend at the hospital or inspection room as directed by the medical officer.
- A soldier attending hospital will not be permitted to leave barracks. According to medical recommendations, he will be relieved from all duties, or employed on light duties and fatigues. See para. 1174.

Disposal of Sick.

- Sick sent to hospital.** **1081.** The men of each unit sent to hospital will be accompanied by a N.C.O., who will take with him the sick reports.
- A man admitted to hospital will take with him, in addition to the clothes he is wearing, his devotional books, hair brush, comb, razor, shaving brush, tooth brush, blacking brushes, tin of blacking, and greatcoat. The remainder of his kit, together with his arms and accoutrements, will be taken into store by his unit. Medals, trinkets, &c., will be retained by the C.O. of the unit, and moneys belonging to the soldier will be credited to his account.
- Should a patient be admitted to hospital for an infectious disease, the medical authorities will communicate with his unit as regards the disinfecting of kits.
- Hours of arrival at hospital.** **1082.** Except in cases of accident or emergency, the sick will, at a home station, arrive at the hospital before 10 A.M. Abroad they will arrive at the hours appointed locally.
- Discharge of man from hospital.** **1083.** When a man is to be discharged from hospital, the medical officer in charge will, on the day preceding his discharge if possible, or as early as practicable on the morning of his discharge, notify the fact in writing to the O.C. the unit concerned. The man will be discharged from hospital after the tea hour.

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1084. Hospital attendants for all duties will be furnished by the R.A.M.C., but a medical officer may employ on light duties, without extra pay, patients whom he considers able to aid the hospital establishment. Should it become necessary to employ soldiers from other units either in lieu of or to supplement the establishment of hospital attendants, the O.C. a station is authorized to furnish them on the application of the medical officer, and while so employed these soldiers will not be available for other duties, nor, if it can be avoided, will they be relieved by others so long as their services are required. Should it become necessary to change them, due notice will always be given to the medical officer i/c the hospital.

Hospital attendants.

1085. When a soldier temporarily employed in a hospital is placed in arrest, the medical officer in charge will at once report the case to the man's C.O. for disposal, unless the soldier's documents have been handed over to the medical officer, when the latter will himself dispose of the case.

Crimes committed by soldiers in hospital.

1086. An offence committed by a patient in hospital will be reported at the time, and dealt with when the man is discharged from hospital.

Offences in hospital.

1087. On intimation from the medical authorities that a soldier is dangerously ill in hospital or that a fatal result is apprehended, the O.C. the unit will at once communicate the information to the next-of-kin. If the patient is serving in the country in which the next-of-kin resides, this communication will be made by telegram. The death of a patient will be similarly reported, with full particulars.

Report of patients dangerously ill. Death.

1088. When a medical officer makes suggestions to the P.M.O. on matters affecting the health, comfort and accommodation of the troops, or the sanitary condition of the locality, the concurrence or otherwise of the local O.C. will be obtained and communicated to the P.M.O. Copies of reports or suggestions made to an O.C. will also be forwarded to the P.M.O.

Sanitary report furnished by medical officer.

1089. When an invalid, either on return from abroad, or on other occasions, is admitted to hospital at stations where his unit is not quartered, his arrival, departure, or casualty will be reported to the O.C. the unit to which the invalid belongs, or which he would join under para. 1654, except in the case of R.A., R.E., A.S.C., and R.A.M.C. when the report will be made to the officer i/c records concerned.

Report of invalid admitted to hospital.

1090. When an invalid borne on the married roll is temporarily removed to the headquarters of a command or to a general hospital for further treatment, his wife and family are, unless otherwise directed, to remain with the corps until the case is decided.

Invalid with family.

Military Families' Hospitals.

1091. The family of a N.C.O. or soldier on the married roll may be admitted to these hospitals for treatment at the public expense, when there is available accommodation.

Persons entitled to hospital treatment.

A male child above the age of 10 (except in special cases) will not be admitted.

1092. The term "family" will be understood to include the wife of a soldier and his legitimate children and step-children under 14 years of age.

Definition of "family."

1093. The C.O. will give a certificate, on A.F.—B 247, showing whether a soldier, whose wife or child comes to hospital for admission, is on the married roll.

Certificate for admission.

Admission of families not on married roll.

1094. The conditions under which the family of a soldier not on the married roll may be admitted into military families' hospitals are laid down in the Regulations for the Army Medical Service and in the Allowance Regulations.

Orderly for the hospital.

1095. The O.C. station will cause an orderly to be detailed for duty at the hospital. The orderly will be under the orders of the medical officer in charge.

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Medical Officers doing Duty with Troops in Peace.

Attendance at parade of unit to which attached.

1096. A medical officer will not be required to be present on parade except at an inspection by a general officer or in special circumstances when his professional assistance is wanted.

To be available during target practice.

1097. The C.O. will be responsible that the name and address of the medical officer available in case of accident is communicated to the officer in command of every party proceeding to target-practice, and such medical officer will not be absent from his quarters or hospital while the practice is being carried on. If the O.C. station considers it advisable that a medical officer should be present on the rifle-range during practice, he may, after consulting the P.M.O., issue the necessary orders.

Attendance during target practice.

Discipline of sick in ambulances, &c.

1098. At manoeuvres, or on the line of march, the medical officer is responsible for the discipline of the men taken into the ambulance wagons under his command.

Report when Civilian Practitioner is Employed.

Employment of civilian practitioners.

1099. When an officer at a station employs a civilian medical practitioner to attend upon himself or his family, or when a soldier does so for his family, he will at once report the circumstance (forwarding a certificate as to the nature of the illness) for the information of the C.O. and of the medical officer in charge. The medical officer is authorized to visit any case of sickness occurring in barracks and married quarters to enable him to take the necessary sanitary precautions.

6.—BANDS.

General Instructions.

Establishment.

1100. The establishment of a regiment of cavalry and a battalion of infantry includes for service in the band—1 bandmaster, 1 serjeant, with, for infantry, 1 corporal and 20 privates, and for cavalry, 15 privates, in addition to the establishment of trumpeters, buglers, drummers, fliers, and pipers. These men will be effective soldiers, perfectly drilled, and liable to serve in the ranks, and the numbers stated will not be exceeded. Boys enlisted by special authority for training as musicians, but not included in the establishment, may be clothed like bandmen, provided expense to the public is not caused thereby.

Efficiency.

Boys specially enlisted.

Offences.

1101. A bandsman who incurs an entry in the regimental conduct book may, at the discretion of the C.O., be struck off the establishment of the band, and will not be eligible to be again taken on the strength until three months after the expiration of the punishment awarded.

Massed bands.

1102. When units are brigaded on parade and their bands massed, the senior bandmaster will conduct. When massed bands play together on other occasions, bandmasters will, according to their seniority, choose and conduct the pieces to be performed, subject to the approval of their own C.O.

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1103. Bugles, trumpets, drums, and fifes are supplied at the Government public expense, and under the Allowance Regulations annual grant. contributions are granted to bands.

1104. The instructions in the following books, published by Books of authority, will be adhered to without addition or alteration, instruction, etc. either as regards the soundings or their application :—

In the mounted services and garrison artillery.—The Trumpet and Bugle Sounds.

In the infantry.—The Trumpet and Bugle Sounds,—and The Drum and Flute Duty.

1105. The authorized arrangement of the National Anthem will National Anthem. invariably be used. The arrangement for cavalry will be used also by light infantry and rifle corps ; that for infantry by cavalry when dismounted. Both arrangements may be played in combination when so required. The correct time of the National Anthem is M.M. $\text{♩} = 60$, and this will invariably be adhered to.

1106. All regiments and battalions will provide themselves with Foreign national anthems. copies of "National Anthems of all Nations."

Band Contributions and Subscriptions.

1107. An officer of cavalry, infantry of the line, or of the West India Regiment will not pay contributions or subscriptions Contributions and to the band fund, but an officer of the R.A. or R.E. will pay the subscrip- contributions notified in their regimental orders tions to band fund. and corps memoranda, in which the rules as to exemption are also laid down.

Band Property.

1108. Band property belonging to the units of cavalry and Band property. infantry of the line and of the West India Regiment will remain in regimental custody, and will be replaced when necessary out of the allowance provided under the Allowance Regulations. All such property, except presentation instruments, &c., will, however, be regarded as vested in the Army Council, and will not be alienated without the consent of the Council. The C.O. is responsible that band property of every description is always available and in serviceable condition. An inspecting officer will satisfy himself that these orders are carried out.

Bandmasters and Musical Training.

1109. The appointment of bandmaster will be conferred only on a qualified N.C.O. who has a first class certificate of education. He will receive, in addition to the pay of his rank, £70 a year, or in India 1050 rupees, from the band fund. The pay from the band fund is working pay, and he will not become entitled to it until he has joined and assumed his duties, neither will it be allowed for any period of absence from duty, except when on public service, in excess of 30 days in each year. Appointment and extra pay of bandmasters.

1110. A bandmaster will be responsible for the discipline, as well as for the instruction, of his band. He will attend all parades with his band, and will accompany and be responsible for it when it plays in public places or attends an entertainment. Duties of bandmaster. A bandmaster is not permitted to wear plain clothes on duty.

1111. A regimental musician should be encouraged to qualify for the position of serjeant-trumpeter, serjeant-bugler, or serjeant-drummer. It is the duty of the bandmaster to give instruction with this object, so that there may be in every corps a soldier who is trained and qualified to fill such appointments. Training of serjeant-trumpeters, &c.

Instruction
of N.C.Os.
by band-
master.

Subjects.

Return
of men
instructed.

Promotion
to band
serjeant or
corporal.

Battalions
which the
men are to
join to be
stated.

Band instru-
ments.

Responsi-
bility of C.O.

R.A. messes.

1112. A bandmaster will also instruct the N.C.Os. of his band who voluntarily attend, in the following subjects, with a view to their being qualified to pass the examination required for the admission to the Royal Military School of Music for training as bandmasters:—(i.) Elements of music; (ii.) harmony; (iii.) counter-point (combined); (iv.) instrumentation; (v.) musical biography. The instruction should consist of at least two lessons a week, of not less than half-an-hour's duration each.

1113. A return of men whom the bandmaster certifies as having passed a satisfactory course and examination under him, will be kept in the orderly room of each regiment or battalion, and a copy of the return will be sent annually to the commandant, Royal Military School of Music, Kneller Hall, Hounslow, on the 1st of January. A C.O. will encourage the attendance of the band N.C.Os., and of such regimental musicians possessing musical talent as are desirous of joining these classes.

1114. In addition to the qualifications referred to in paras. 882 to 884, a band N.C.O., before promotion to band serjeant or band corporal, will pass the course of instruction referred to in para. 1113. When, however, the C.O. considers that the interests of the service would be advanced by the promotion of a N.C.O. who has not passed this examination, the promotion may be made subject to his passing within three months.

1115. A C.O. in recommending candidates for training at the Royal Military School of Music as bandsmen, will specify in every case the battalion of the regiment which it is intended they shall join on termination of their instruction.

1116. In order to ensure uniformity throughout the bands of the service, the instruments will be of the pitch known as the "Kneller Hall" pitch. Arrangements have been made whereby first class instruments for regimental bands may be obtained through the Royal Military School of Music at 25 per cent. less than the published prices. Forms of application to be provided with instruments in this manner can be obtained from the commandant, Royal Military School of Music.

7.—MESSES.

Officers' Messes.

1117. Every officer of the corps will be a member of the regimental mess. The C.O. is responsible that all the regulations relating thereto are observed. He will also ensure that the mess is conducted without unnecessary expense or extravagance, and by his personal example and advice will encourage economical habits and careful management.

The cost of living in the mess will be that which obtains throughout the service generally.

Semi-private account books, in which extra charges and unauthorized subscriptions are shown, will not be kept in the mess. The C.O. will be held responsible that every charge is shown in the official mess accounts which are produced at the inspection of the brigade commander.

1118. As a general rule R.A. officers' messes, at home or in the colonies, will be managed as "station" messes.

On a change of station, property or funds other than that brought there by it, or bought by it with money not obtained

from mess subscriptions or mess profits, will not be removed by the outgoing brigade or battery. Presents to the mess, as such, will not be removed.

When an artillery station is abandoned as such, and a fresh one occupied, the credits and property of the station mess at the former will be taken over to establish the mess at the latter.

1119. Every officer will pay to the mess president his mess bill and all authorized subscriptions on or before the 7th of each month, and the president of the mess committee will report in writing to the C.O. any omission to do so. The officer concerned will then be called upon for an explanation. If the result be unsatisfactory, and the account is not settled by the 14th of the month, the circumstances will be reported to higher authority. Mess bills.

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1120. Every officer present at regimental headquarters, except a married officer, will be a dining member of the mess. A married officer will also become a dining member when his wife or family are absent. Dining members.

1121. Upon the arrival of a unit at a new station, the C.O. will, if a civilian mess-man is employed, take steps to caution tradesmen that the officers are not responsible for debts incurred by, or on behalf of, the mess-man. When a N.C.O. is employed as caterer, the mess committee will be responsible for pecuniary transactions with tradesmen. Responsibility for debts.

1122. A serjeant is allowed to act as mess-man or caterer or superintendent of the mess-establishment, but a N.C.O. will not be employed in any menial capacity about the mess. Mess serjeant.

1123. A mess-man should clearly understand that if he cashes cheques for officers he does so at his own risk. Cashing of cheques.

1124. The Allowance Regulations provide for the application of the mess allowance. Mess allowance.

1125. The whole of the mess property, other than that supplied by the War Department, will be insured against loss by fire or shipwreck, the premiums being made a charge against the mess fund. Insurance.

1126. Presents of plate from officers are prohibited.

1127. A mess meeting will be held once a quarter. The votes of the officers will be taken upon any proposition on which a difference of opinion exists, and the point will be decided by the majority of votes, provided the C.O. concurs. The proceedings of the quarterly audit board referred to in para. 105 will be laid before this meeting. Presents of plate. Quarterly mess meetings.

1128. When a unit furnishes a detachment of not less than three companies, a proportion of the mess fund, plate, and equipment will be assigned for its use. Detachment mess equipment.

1129. The senior combatant officer present at mess is responsible for the maintenance of discipline. Discipline at mess.

1130. Before handing over the command of a unit or portion of a unit in which an officers' mess is maintained, the C.O. will send to the brigade commander a certificate that all debts owing by the mess have been paid, or that a sufficient amount is in hand to meet all liabilities. Should the C.O. be unable to furnish this certificate he will explain the reasons which have necessitated the contracting of debts, so that the brigade commander (when not below the rank of Brigadier-general) may decide whether they will be paid by the C.O. or can be taken over by his successor. Certificate on change of command.

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A copy of the certificate will be handed to the officer assuming the command, who will report to the brigade commander whether he is satisfied with the state of the funds.

Brigade commander to report any infraction of regulations.

1131. The brigade commander will, at his annual inspection, closely investigate the manner in which the mess has been conducted, and will report to the Army Council should he find any infraction of the regulations.

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Mess Contributions and Subscriptions.

Household troops.

1132. The regulations contained in paras. 1133 to 1153 are not applicable to the Household troops.

Mess contributions, cavalry and infantry.

1133. On appointment, an officer belonging to a regiment of cavalry or a battalion of infantry will pay to the mess funds a contribution to be fixed by the C.O., which will not exceed the number of days' pay stated below :—

	Number of days' pay.	Remarks.
) When neither the officers' mess of the regiment or battalion, nor that of the dépôt is furnished at the public expense	30	One-fifth of the amount to be credited to the dépôt mess fund.
(ii.) When the mess of the dépôt only is furnished at the public expense	24	

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When both messes are furnished at the public expense, a contribution will not be paid.

The amount will be charged in monthly instalments of three days' pay on the original net pay of each officer's rank, exclusive of the increase resulting from length of service, brevet rank, appointment as adjutant, or other employment ; but if the officer is seconded, or transferred to another unit before joining the unit to which he was first appointed, he will only be required to pay contribution to the unit which he joins.

R.A.

1134. In the R.A. an officer will on appointment pay a contribution of 3*l.* to the headquarters mess at Woolwich, and a further contribution (the amount of which will be notified in regimental orders) to each regimental mess he may subsequently join, provided it is not furnished at the public expense.

R.E.

1135. In the R.E. an officer will, in addition to the contribution under para. 1133, but in lieu of that under paras. 1136 and 1137, pay to the headquarters mess of the corps one day's pay of his rank annually, except when he is a member of an officers' mess at the station at which he may be quartered.

On promotion in his regiment.

1136. When an officer is promoted in his battalion, or in another battalion of the same regiment, he will pay in like manner a sum calculated on the difference between the original net rates of pay of the rank attained and of the rank from which he is promoted, for the number of days and under the conditions specified in para. 1133.

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On exchange, transfer, or promotion into another regiment.

1137. If an officer exchanges, is transferred in the same rank, or is promoted to another regiment ; or if he exchanges or is transferred or removed for his own convenience, to another battalion of the same regiment, he is chargeable with the whole amount of con-

tribution (as specified in para. 1133) to the regiment in which he is promoted, or to the regiment or battalion to which he exchanges or is transferred or removed, provided the officers' mess is not furnished at the public expense; but he will not be charged with payment to the mess fund of his former unit beyond the month during which his removal takes place.

and exchange, transfer, or removal within his regiment for his own convenience.

1138. An officer's contribution is due to the unit to which he belongs according to the dates given in the London Gazette, or in the case of postings according to the dates given in the posting notices, and will be assessed by those dates. An officer retiring or going on half-pay, or being seconded, is not liable for contribution beyond the month in which his removal from the establishment of his corps takes place.

Contributions, how due.

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1139. Subject to the provisions of para. 1133, an officer from half-pay, whether appointed to his former corps or not, is liable to pay the contribution to the mess fund, unless, having paid his contribution, he is appointed to his former corps within twelve months of his having been placed on half-pay, or if he has been compulsorily placed on half-pay, is brought back into his former position in his corps. If re-appointed to his former corps in a higher rank under the above conditions, he will pay the difference only, as specified in para. 1136.

On appointment from half-pay.

1140. Every officer on the strength of a corps, whether present or absent, will also pay a subscription to defray the ordinary expenses of the mess, at a rate to be fixed by the C.O., but not, under any circumstances, to exceed eight days' pay of his regimental rank yearly. This subscription will be charged from the date of appointment, and be payable quarterly in advance. A married officer is liable to only one-half of the annual subscription, when he does not regularly attend the mess as a dining member.

Mess subscriptions.

The dépôt mess will be credited with the subscriptions of officers serving thereat.

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1141. Officers serving at regimental dépôts, including adjutants and quartermasters of militia battalions having their headquarters at the regimental dépôt station, will pay subscriptions only to the dépôt mess. When, however, these officers, during the training period, subscribe to the messes of their militia battalions, their subscriptions to the dépôt mess will be discontinued.

Subscriptions at regimental dépôts.

1142. An officer, other than a medical or veterinary officer, attached to a unit for one month and upwards, will pay to the unit or school of instruction to which he is attached the mess subscription he would otherwise have paid to his own unit. The O.C. the unit to which such officer is attached will inform the regimental agents of the dates of joining and leaving, in order that his subscription may be duly credited.

When attached to other corps.

1143. Further instructions as to the mess subscriptions payable by officers of the R.E. and A.S.C. are contained in the corps memoranda, or standing orders, respectively.

R.E. and A.S.C.

1144. An officer on being seconded, on being placed on half-pay, or on retiring, will not be charged with regimental subscriptions beyond the date of his removal as notified in the London Gazette.

On leaving corps.

1145. When an officer is removed from one unit or corps to another by transfer, exchange, posting, or promotion, his subscriptions will be due to his former unit or corps until the date of his actually quitting it. Subscriptions during the period which may intervene between an officer quitting one unit or corps and joining

On transfer, exchange, &c.

another will be due to the unit or corps to which he actually belongs, according to the date given in the London Gazette. The subscriptions will be paid in the rank with the pay of which the officer is actually credited.

Exemptions. 1146. A seconded officer, a major holding an extra regimental appointment who is not seconded but whose place is filled by an additional captain, and such adjutants of militia as, not being seconded, are retained on the establishment of their battalions, are exempt from the payment of subscriptions to their units.

1147. The O.C. district, and the officer i/c records, will not be members of, nor pay contributions or subscriptions to, a *dépôt* mess.

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Limits of contributions and subscriptions.

1148. The C.O. will prevent an undue accumulation of the mess fund, and will fix the rates of contributions and subscriptions thereto, which will never exceed the limits prescribed, without the sanction of the Army Council.

Subscriptions for incidental expenses.

1149. The monthly charge for all incidental expenses not covered by the annual subscription of officers, will not exceed 10s. in ordinary and 15s. in extraordinary circumstances. When the lesser sum is exceeded, the necessity for the excess will be established to the satisfaction of the brigade commander.

Regimental and Mess Entertainments.

Entertainments.

1150. A C.O. will be responsible that expensive entertainments are only given with the sanction of the officer not below the rank of brigadier-general concerned, and that an officer, who has not signified his consent in writing, is not called upon to pay any part of the expense. A C.O. will give his special countenance and protection to any officer who declines to share in the proposed expense. The cost of such entertainments (including that of public guests) will be assessed on those concerned in shares of so many days' pay of his rank to each individual officer.

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Distribution of costs.

Private friends.

1151. An officer inviting private friends to a mess dinner will bear the whole expense of their entertainment.

Prohibitions.

1152. A general subscription, whether voluntary or otherwise, for entertainments, including general charges for lunches at race meetings, polo, and cricket matches, &c., will not be made without the sanction of the divisional commander.

Fines, whether in money or wine, will not be levied for any minor irregularities, nor on marriage or promotion, &c.

The keeping of a regimental coach is forbidden.

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1905

Arrival and departure of regiments.

1153. The practice of entertaining units on arrival or departure from a station is prohibited; the hospitality afforded will be limited to offering to the officers the accommodation of the mess as honorary members.

Serjeants' Messes.

Formation and supervision.

1154. A serjeants' mess will invariably be formed when practicable. The C.O. will be responsible that it is conducted with economy, regularity, and order. The senior major will, as a rule, be charged with its immediate supervision.

1155. As a general rule, all serjeants' messes, R.A., at home or in the colonies, will be managed as "station" messes. Cash balances will be kept as low as possible consistently with solvency.

1156. The rules for officers' messes laid down in para. 1118, will also apply to serjeants' messes in the R.A.

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Artillery
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1157. The following are the regulations for serjeants' messes :—
- (i.) Every regimental warrant officer (except a 1st class staff-serjeant-major of the A.S.C. or Army Pay Corps), bandmaster, and staff or other serjeant, including an artificer ranking as a serjeant, whether married or single, will be a member of the mess, and a single member will be a dining member. A serjeant on the permanent staff of the militia who is quartered at the same station as a regimental depôt, will be a member of the depôt serjeants' mess. In the R.E., a corporal will also be a member of the serjeants' messes. At a station where, owing to small numbers, it is difficult to establish a mess, a 2nd corporal may be a member at the discretion of the O.C.R.E. A paid lance-serjeant will belong to the mess, but a lance-serjeant who does not receive lance-pay has the option of joining the mess or not. An army schoolmaster, posted to a garrison school, will be an honorary member, without entrance fee, of the serjeants' mess of the unit whose men attend the school. 1st class staff-serjeant-majors of the A.S.C. and Army Pay Corps, warrant officers, A.S.C. and A.O.C., and staff-serjeant-majors, Army Pay Corps, may, when their numbers are not sufficient to enable them to form messes by themselves, become honorary members of serjeants' messes. N.C.Os. of other corps not below the rank of lance-serjeant may with the sanction of the C.O. be admitted as honorary members, but they should be limited in number.

Rules for guidance.
 Warrant officers and serjeants to be members.
 Lance-serjeants.
 School-master.
 A.S.C. and A.O.C.
 Honorary members.
 - (ii.) Every member will pay an entrance fee not exceeding three days' pay on first joining the mess, and on promotion the difference of three days' pay. An armourer-serjeant will pay the entrance fee of three days' pay to the serjeants' mess of the first corps to which he is attached after promotion to the rank of armourer-staff-serjeant, and the difference of three days' pay in a similar manner on each occasion of promotion to a higher grade. A monthly subscription may be charged, not exceeding one shilling and sixpence for unmarried, and ninepence for married or detached members. A N.C.O. at the Royal Military School of Music pays a subscription to the mess of that institution and is not liable for a subscription to the serjeants' mess of his corps.

Fees and subscriptions.
 Subscription
 - (iii.) Mess-meetings, at which all members will attend, will be held monthly. The serjeant-major will preside, or, in his absence, the quartermaster-serjeant or next senior staff-serjeant or colour-serjeant. Minutes of the proceedings will be recorded and submitted for the approval of the C.O.

Mess-meetings.
 - (iv.) The management of the mess will be conducted by a committee, the president of which should not be below the rank of colour-serjeant, with two serjeants (one married and one unmarried) as members. They will be appointed quarterly at a mess-meeting, subject to the approval of the C.O. They are responsible for the management of the mess, and have power to authorize all ordinary expenditure, but exceptional outlay will not be made without the previous sanction of a mess-meeting, and the approval of the C.O.

Mess-committee.
 - (v.) A serjeant, not a member of the mess-committee, will be selected by the C.O. to act as caterer. He will be exempt from other duties, and will take charge of all stores of eatables and liquors, and receive from members the amounts due by them for liquor. These amounts may, at the discretion of the C.O., be paid weekly or on the spot; but in either case the cash will be handed over to the treasurer on the same day as it is received. The caterer has no authority to make purchases or to select tradesmen without the sanction of the committee. The mess will obtain all its malt liquor at cost

Caterer.

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price through the regimental institute from the contractor who supplies the canteen, brewed by the same brewer, but of such quality as its members may desire. It will also obtain from the regimental institute all other supplies which can by regulation be sold there, but of any desired quality. Other articles, the sale of which is prohibited in regimental institutes, will be procured through tradesmen approved by the C.O. Standing bars and hatches for the issue of liquor will not be instituted, but special arrangements may be made for the convenience of the families of married members; the issues to families will take place for half an hour before dinner and for half an hour during the evening.

Messing.

- (vi.) The daily rate of messing will not exceed one shilling. Beer or spirituous liquor is not to be sold before the forenoon parade, and is not under any circumstances to be sold to any private soldier or to a N.C.O. who is not a member or honorary member of the mess.

Treasurer and accounts.

- (vii.) A staff-serjeant or colour-serjeant will be appointed by roster to act as treasurer for the quarter. The treasurer will give to each company commander, monthly, a statement showing the amount due by members for messing and subscriptions, and the amount will be recovered in the same manner as other regimental bills. The bills due by the mess will be signed by the president and submitted to the senior major, who will himself pay those for amounts exceeding £1, and arrange for the payment of smaller amounts by the treasurer. The senior major will certify to the C.O. each month, that there are no outstanding debts. He will every week examine and check the stock book which is kept by the caterer and the treasurer's accounts, and these will be submitted with all vouchers on or before the 5th of each month to the monthly mess-meeting. A statement of the accounts, signed by the president, will be submitted to the quarterly mess-meeting for audit and approval, and will be subsequently laid before the C.O. An accumulation of funds should not be allowed to remain in the hands of the treasurer; any sum exceeding £5 will be handed over by him to the senior major, who will place it in the bank. Any balance over £5 remaining at the end of the month after all bills are paid, will be placed in the bank.

Entertainments.

- (viii.) An entertainment will not be given unless with the concurrence of two-thirds of a general meeting, and with the sanction of the C.O. Hospitality should, as a rule, be limited to offering serjeants of units joining or quitting the station the use of the mess as honorary members. The liquor used on these occasions will not be charged against the mess fund.

Discipline in the mess.

- (ix.) The senior warrant officer or N.C.O. present in the mess is responsible for the maintenance of good order and for the observance of the rules of the mess.

Detailed rules.

- (x.) Each mess may draw up rules on matters of detail, which will be submitted for the approval of the C.O.

Garrison messes.

- (xi.) A garrison mess will be conducted in accordance with the foregoing principles so far as they are applicable. The garrison serjeant-major, or acting garrison serjeant-major, will preside at the mess meetings. In his absence the senior combatant warrant officer or N.C.O. present will preside.

Insurance.

- (xii.) The whole of the property of the mess will be insured against fire and shipwreck, the premiums being charged against the mess fund.

President or treasurer.

1158. The undermentioned warrant officers and N.C.Os. will not act either as president of a serjeants' mess committee or treasurer

of a serjeants' mess:—regimental serjeant-major, schoolmaster, bandmaster, regimental quartermaster-serjeant or colour-serjeant-instructor in musketry.

Soldiers' Messing and Cooking.

1159. It is the duty of the C.O. to see that the soldiers' meals are properly and sufficiently provided. The system laid down in the Manual of Military Cooking will be adhered to, as far as practicable. An evening meal will, invariably, be furnished in addition to breakfast and dinner.

Messing.
Manual of
military
cooking.

1160. To improve the quality and reduce the cost of the soldier's messing, a C.O. will arrange for the supply of groceries, vegetables, milk, &c., through the regimental institute.

Messing
supplies.

1161. An orderly officer will inspect the kitchens and cooking apparatus daily, and will visit the barrack-rooms during the breakfast, dinner, and evening meal hours, to see that the meals are properly prepared, and that there is no cause for complaints. Arrangements will be made by the C.O. for the disposal of all refuse from the cooking of the meat, &c., the sum accruing being divided monthly among the companies, &c., according to their strength, and credited to the messing. The refuse must be stored where necessary in sanitary bins supplied by the purchaser. An account of the fund and its appropriation will be published monthly in regimental orders.

Inspection
of kitchen
and meals.

Account of
refuse fund
to be pub-
lished in
orders.

1162. At home, rations of bread and meat will, as a rule, be inspected at noon, on the day previous to that of issue, except on Saturday, when the supplies for Sunday and Monday will be inspected at 2.30 p.m. In hot weather, it may be necessary to make the inspection at 7.30 a.m. on the day of issue.

Inspection of
bread and
meat.

The key of the meat store will be kept in the charge of the N.C.O. of the guard, and will always be available for the inspecting officers.

1163. The duties of the serjeant-cook are detailed in the Manual of Military Cooking. He will personally superintend all cooking done in regimental cook-houses. One cook per company, &c., will be placed under his orders, and will not be changed save at long intervals, or for misconduct. In special circumstances the C.O. may detail an assistant cook per company, &c., who should be changed weekly.

Duties of
the serjeant-
cook.
Cooks.

1164. A second cook may be trained at Aldershot for every unit entitled to have a serjeant-cook, with a view to his being available, when required, to replace the serjeant-cook, or to succeed to his appointment, or to superintend the cooking for a detachment. When not employed in either of these capacities, the second cook will do duty in the ranks. Expense will not be entailed by the appointment of second cooks, beyond that incurred in travelling to and from Aldershot.

Second cook.

1165. Every vacancy in the appointment of serjeant-cook and second cook, and the cause thereof, will be at once reported to the officer i/c the School of Cookery at Aldershot. In the case of a serjeant-cook, the report will state whether the second cook has been appointed to fill the vacancy, and if the vacancy is due to inefficiency the certificate of competency will be surrendered and forwarded at the same time.

Vacancies
to be
reported.

S.—GARRISON AND REGIMENTAL INSTITUTES.

General Instructions.

Objects with which established. 1166. A regimental institute will be established in every unit to supply the troops with the best articles at the lowest prices, without limiting their right to resort to any other shops or markets, and to provide means for their recreation and amusement.

R.A. 1167. As a general rule, every regimental institute in the R.A., at home or in the colonies, will be managed as a "station" institute.

Garrison institutes. 1168. The O.C. station may establish garrison institutes, either in lieu of or in addition to the regimental institutes, or of any part thereof.

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1906

Detachments. 1169. A detachment which has no separate canteen, grocery shop, or coffee-room, should be permitted to use those belonging to another corps.

Rules issued separately. 1170. Particulars relating to the management of institutes, including garrison and station libraries, are contained in Rules for the management of Garrison and Regimental Institutes.

Responsibility of general officers. 1171. A brigade commander will supervise and control all institutes. He will decide all matters connected therewith requiring the sanction of authority superior to that of the C.O. of the unit, and will issue rules on matters of detail not dealt with in the rules referred to in para. 1170.

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1906

Visiting by officers. 1172. All premises of the institute will be visited frequently by the C.O., occasionally by the medical officer doing duty with the unit, and daily by the captain or subaltern of the day.

Committee of management. 1173. A committee of management of three officers will be appointed by the C.O. (in the case of a garrison institute, by the O.C. garrison), under whose orders they will act. The president should be a field officer, but in no case will he be under the rank of captain; a C.O. may appoint himself president. The president in an institute conducted on the regimental system will, when practicable, be exempted from serving on boards, courts of inquiry, and courts-martial. The adjutant or quartermaster will not be members, and not more than one member should be changed at a time.

A.O. 82
1906

The O.C. station will decide the hours during which the liquor bar may be kept open for the sale of intoxicating liquor, but it will not, in any case, be open during the hours of divine service on Sundays. Other branches of the institute will be kept open during such hours as the C.O. may determine.

Exclusion from canteen. 1174. A defaulter will be excluded from the canteen except during one hour only in each day to be fixed by the C.O.

A man attending hospital or convalescent doing light duty will be excluded from the canteen unless the written permission of the medical officer has been given.

Persons entitled to deal at the institute. 1175. Officers and soldiers with their families and servants, are the only persons permitted to purchase articles at any of the branches of the institute. Where such exist in their own unit, they are prohibited, save with their C.O.'s permission, from making purchases in those of other units, except of articles consumed on the premises. A civilian will not be allowed to purchase articles in any of the establishments, at any time, or to enter the liquor bar during the hours prohibited by the existing Licensing Acts.

Civilians not to enter or to deal. 1176. All persons entitled to deal at these institutes are prohibited from purchasing, or being concerned in the purchase of, articles for the benefit of or on behalf of persons not so entitled.

Dealing on behalf of others prohibited.

1177. The C.O. may permit soldiers to introduce male friends into the coffee-room, on condition that they leave the barracks on the sounding of the first post of tattoo. The person who introduces a friend will be responsible for his good behaviour. The C.O. may exclude any individual at any time.

Soldiers' friends admitted to coffee-room.

Soldiers' Gardens.

1178. Where ground is allotted for cultivation by the troops as gardens, the following conditions will be observed :—

(i.) Internal fencing, seeds, &c., will be found by the troops, and the produce will belong to them. A proportion of tools and materials for the external fencing of a regimental garden will be found by the War Department. Manure for garden purposes may be purchased by the troops at contract rates from the military stables.

Fencing and seeds.

(ii.) Allotments to be by units, and subdivided by companies, &c., under the orders of O.C. units.

Allotment.

(iii.) Allotments to individual N.C.Os. and men will not exceed $\frac{1}{4}$ of an acre. Soldiers will provide their own tools and materials for fencing.

(iv.) The ground will be rent free.

(v.) Transfers of ground from one unit to another will be made through the officer i/c barracks.

(vi.) Power to resume possession of the land at any time is reserved to the War Department, without compensation to the occupants.

(vii.) When troops quit a station where gardens have been established, a claim for compensation will not be allowed as a charge against the public. Transfers of stock, garden implements, &c., will be arranged between relieving units, or the articles otherwise disposed of, if a relief does not take place.

9.—REGIMENTAL WORKSHOPS AND EMPLOYMENT OF SOLDIERS IN TRADES.

General Instructions.

1179. Whenever practicable, general and commanding officers will establish garrison and regimental workshops, in which soldiers who have learned a trade before enlistment will be employed, and in which other soldiers, who are willing to learn, may be instructed in a trade during their leisure hours.

Employment of soldiers in trades.

1180. Every facility for instruction should be given to the sons of soldiers of suitable age, and in mounted units they should be encouraged to attend during stable hours and to qualify as grooms.

Instruction of soldiers' children in trades.

1181. The senior major will supervise the workshops, each of which, except the tailor's shop, will be in charge of an officer (not the quartermaster). The tailor's shop will be under the immediate supervision of the quartermaster.

Supervision and charge.

1182. The funds of each workshop should be banked under regimental arrangements and each month the accounts and balance sheet of each workshop, with vouchers and invoices, and an acquittance sheet for wages will be laid before the C.O., and at the end of each quarter before the audit board referred to in para. 105.

Accounts.

Infantry Pioneers and Pioneer Workshops.

1183. The establishment of pioneers in each battalion is one pioneer-serjeant and ten pioneers. Their trades should be :—the serjeant, a carpenter if possible ; three carpenters ; two bricklayers

Establishment of pioneers.

(one able to plaster, the other to slate); one smith (able to shoe horses); one mason (able to cut stone); one painter and glazier; one plumber and gasfitter; and one saddler. See para. 820. If men of the prescribed trades are not available in a unit the C.O. should endeavour to obtain them by enlistments.

Appointment of pioneer-serjeant.

1184. The pioneer-serjeant will be a N.C.O. holding a certificate from the School of Military Engineering, or from one of the schools in India. He will be appointed on probation, and may be confirmed in the appointment by the C.O., when the C.R.E. certifies that a longer probation is unnecessary. He will not fill any other situation; his rank is that of a serjeant. A qualified man should always be available to fill any vacancy that may occur in the appointment.

Selection of pioneers.

1185. A man will be selected mainly for his proficiency in his trade, but he ought also to be a man of good character. His proficiency should be tested by the R.E. Some of the men can be received from time to time at Woolwich Arsenal, or at the engineer workshops at Chatham, for instruction.

Qualifications for employment as artificer.

1186. Except in the R.E., a soldier will not be employed as an artificer, or as a paid workman, who has not been dismissed drill, who has not fired a recruit's and trained soldier's course of musketry, and who has not at least six months' service.

Repairs to barracks.

1187. A C.O. will arrange with the O.C.R.E. and with the officer i/c barracks for repairs and alterations to barracks, furniture, or utensils being performed by the artificers of his unit.

Employment of pioneers.

1188. The pioneers may be employed on work for the R.E. or A.O.D.:—(i.) by contract or agreement made with the pioneer-serjeant; (ii.) by piece-work; (iii.) by day-work or by the hour. When approved by the C.O., pioneers may be employed in the quartermaster's stores, or on other duty; but every facility should be afforded them for working at, or instructing others in, trades.

Classification of men by trades.

1189. In addition to the pioneers, all N.C.Os. and men who have followed any trade before enlistment are to be tested and classified by the R.E., A.S.C., and A.O.D. respectively, according to the nature of the trade. A list of such men, no matter what their trades, with their respective classifications, will be kept in the orderly-room. The classification will be entered in the "small-book." A C.O. will encourage soldiers who are artisans by employing them when practicable.

Private work for officers and others.

1190. Under the sanction of the C.O. work may also be done for units, and private work (including the shoeing of horses) for officers or others, provided that all private work is executed within the camp or barracks.

Workshop fund.

1191. To render the workshops self-supporting, the cost of the upkeep and all contingent expenses will, except in the case of the tailor's shop, be a charge against the funds, to meet which a contribution, not exceeding five per cent., will be deducted from payments received for work performed.

Apportionment of money earned.

1192. The apportionment of money earned by contract, and the payment of the tradesmen, will be carried out by the officer supervising the workshops.

Shoemakers and Shoemakers' Shops.

Serjeant-shoemaker.

1193. A serjeant-shoemaker is allowed for each battalion of Foot Guards and infantry of the line at home and in the colonies. The provisions of paras. 1195, 1196 and 1197, are also applicable to serjeant-shoemakers.

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1194. In each battalion to which a serjeant-shoemaker is appointed, at least four men per company will be instructed in the rudiments of shoe-mending, so as to be able to carry out minor repairs when on service. Shoemakers.

Tailors and Tailors' Shops.

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Engineers
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1195. A serjeant-tailor is allowed for each regiment of cavalry of the line; for each dépôt of R.A.; for each battalion of foot guards, infantry of the line, and West India Regiment; for each provisional battalion; for the guards and rifle dépôts, and for the A.O.C.; also three for the R.E., two for the A.S.C., and two for the R.A.M.C. For misconduct, inefficiency, or proved neglect, a serjeant-tailor will be dealt with under the provisions of para. 302. The O.C. will take all necessary action in the matter. When a vacancy occurs, application for a serjeant-tailor will be made to the War Office, except in India, where appointments are made under Indian regulations. Serjeant-tailors.

1196. Every casualty affecting serjeant-tailors, men who have qualified for that appointment, or men noted for a course of instruction at the Royal Army Clothing Factory, will be at once notified to the War Office. Casualties.

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Infantry
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1197. The serjeant-tailor is to count as a duty serjeant in the establishment of the corps, and his place may be filled by appointing an extra unpaid lance-serjeant. In a cavalry regiment at home and in the colonies, the serjeant-tailor is included in the regimental staff. Not to be in excess of establishment.

1198. A serjeant-tailor who appropriates to his personal use any materials saved in cutting garments, or who disposes of the same otherwise than by delivery to the quartermaster, is liable to be tried by court-martial. He will not sell to warrant officers, N.C.Os., or men any articles of military clothing or necessities, or substitute articles made from private materials for those supplied from the government stores. The only tailor's charges which will pass through the soldier's accounts are those for repairs to authorized articles of uniform. Articles supplied by the serjeant-tailor for cycling, &c., under the sanction of the C.O., will be paid for in cash. Liability to punishment for appropriating materials. Selling of articles of clothing, &c.

1199. These instructions will be read to a serjeant-tailor on appointment, and he will sign a statement that he fully understands their effect. This document will be filed in the orderly-room of the unit. Declaration of serjeant-tailor to be filed.

1200. Boys should be instructed in the tailor's shop by a certified serjeant-tailor, who will receive a gratuity, fixed by the Clothing Regulations, for each boy certified by his C.O. to be able to assist efficiently in the tailor's shop. Boys.

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Tailors
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Each boy must have been under instruction for at least 18 months, and will not be considered efficient until he is able to make up frocks and trousers in a satisfactory manner.

The C.O. will be guided in his certificate by the opinion of one or more serjeant-tailors, other than his own.

A boy under training will be exempt from all duties that interfere with his instruction.

Chiropodists.

1201. A soldier not above the rank of serjeant may be employed as a chiropodist in each infantry battalion and dépôt, provided he has undergone a course of instruction and obtained a certificate of proficiency. He will not be struck off any duty, but will receive additional pay. Chiropodist.

Farriers and Shoeing-Smiths.

Training of
men as shoe-
ing-smiths.
Men to be
selected.

1202. A farrier-serjeant at home (including a farrier-corporal of the Household Cavalry) will train men as shoeing-smiths.

1203. One man per squadron in the Household Cavalry, two men per squadron in the cavalry of the line, three men per battery in the R.H.A. and R.F.A., one man per field unit in the R.E., and, except in the dépôt company, two men per company in the A.S.C. will be placed under instruction to qualify as assistant shoeing-smiths. Young men, quick, handy, and of sufficient education and good character, should be selected, with a view to qualifying for the appointments of shoeing-smith and farrier-serjeant. While under training as shoeing-smiths, soldiers will be exempted from all duties, except church parades, and two mounted parades and one foot parade per month exclusive of church parade. Any man who does not make good progress should be sent back to the ranks. After two years' instruction the men should be returned to the ranks, until selected for appointment as shoeing-smiths, and other men placed under instruction.

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Examination
by board of
officers.

1204. On or about the 31st December, or whenever there are no men in the ranks qualified to fill an existing vacancy, a board will be convened by the C.O. to examine the men who have been under instruction as shoeing-smiths. The board will consist of one captain and one subaltern, with a field officer or senior captain as president. One of the members of the board will be a veterinary officer. It will ascertain whether the men are thoroughly competent to shoe horses and to make shoes, and whether they have acquired such a knowledge as to render it likely that they could perform the duties of farrier-serjeant or shoeing-smith with efficiency. The fact of a man having qualified will be noted in his small-book, and the number of men trained in each company, &c., in the course of the year will be shown in the annual return. A qualified man should be encouraged to keep up his knowledge.

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Artificers
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Cold-Shoers.

Co'd-shoers.

1205. In addition to the men trained under para. 1203, there will always be in each battalion three men who have been trained as cold-shoers. One of these men will be a pioneer who will also be instructed in transport duties, and be in possession of a certificate from the Army Veterinary School. The others will fulfil the conditions required in men who are to be trained in mounted infantry duties. The G.O.C.-in-C. will arrange for their instruction with a mounted unit in the command.

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Wheelers and Smiths.

Trained
artificers in
garrison.

1206. When a wheeler or smith of the R.G.A. can be spared from the regimental workshops, or other artillery services in connection with his trade, he will be employed under the orders of the chief ordnance officer, who will make requisition for his services to the O.C. R.A.

A man belonging to a cavalry or infantry unit who has been trained as a carriage-smith or wheeler at the Ordnance College will be similarly employed in ordnance workshops, when possible. The O.C. an unit will inform the chief ordnance officer when such a man is available for employment.

10. — TRANSPORT, HORSES, VETERINARY DUTIES, SADDLERY AND FORAGE.

Regimental Transport.

1207. A C.O. will maintain the full complement of trained men for the regimental transport of the battalion, as given in War Establishments. The G.O.C.-in-C. will arrange for their instruction with a unit of artillery or A.S.C. in the command. See Appendix XVII. He will arrange for the inspection of the regimental transport by a senior officer of the A.S.C. at least once a quarter.

Infantry
regimental
transport.

On receiving over any vehicle, equipment, or animal, a C.O. may claim the assistance of an officer of the A.S.C. in ascertaining its condition.

A man who has been trained as a transport driver will not be selected for training in mounted infantry duties, and *vice versa*.

Remounts.

1208. The Army Remount Establishment is under the Director of Transport and Remounts at the War Office. Officers of the remount establishment have access to all government stables and horses, except sick lines and horses under veterinary treatment.

Army
remount
establish-
ment.

Remounts are purchased and distributed, and reserve horses are registered, by the officers of the remount establishment.

Orders for the administration of the remount service will be found in the Remount Manual.

1209. In British possessions abroad, animals will be purchased under the orders of the O.C. ; in other countries, under the orders of the War Office. Remount depôts (and their farms attached) are administered under the War Office. The P.V.O., under the orders of the G.O.C.-in-C., will have access to any remount depôt in the command for purposes of reporting on matters of hygiene and disease. The O.C.A.S.C. may inspect the personnel, in depôts where N.C.Os. and men of the A.S.C. are quartered.

Purchase
orders.

1210. An officer employed in the purchase of horses and mules will, as soon as possible, transmit to the War Office, on A.F. B 88, in duplicate, a description of each animal passed into the service. An animal will not be purchased unless certified by a veterinary officer, on the above form, as sound and fit for service. Horses with very short docks will not be accepted.

Purchase
horses and
mules.

1211. A.B. 92 "Description of Horses" will be kept in all mounted corps and in battalions which have transport animals attached to them. A description is also kept at the War Office and a number will be assigned to each animal.

Description
and number-
ing of
horses.

The numbers thus assigned will be branded on the fore feet ; the thousands on the off fore foot, the hundreds, tens, and units on the near fore foot. Thus, 1,001 will be represented by the figure 1 on the off fore foot and 001 on the near fore foot, and 3,666 will be represented by 3 on the off fore foot and 666 on the near fore foot.

Squadron, battery, or troop numbers will be branded on the hind feet, thus :—1.L.G. on the off hind foot and A. 1. on the near hind foot ; $\frac{A}{R.H.A.}$ on the off hind foot and 1 on the near hind foot ;

$\frac{1}{R.A.}$ on the off hind foot and 1 on the near hind foot, &c.

Equipment of men fetching horses.

1212. Men sent to fetch remounts from dépôts will take head collars and bridoons, stripped saddles (if ordered), horse brushes and cleaning articles only.

Receipt of remounts.
Veterinary inspection.

1213. When remounts are received the C.O. will :—

(i.) Place them in a stable apart from other horses until tested by mallein. See Regulations for Veterinary Services. Remounts are not to be stabled in the veterinary hospital or sick lines.

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(ii.) Inform the veterinary officer, in charge, of their arrival.

Arrival report.

In the case of remounts received direct from vendors, the C.O. will render an arrival report to the War Office, stating the number, whence received, date of joining, and casualties *en route*.

Report on animals taken ill on joining.

1214. If a remount is taken ill within one month after joining a corps, a report will be at once forwarded to the War Office, stating the nature and probable cause of the illness, and prospect of recovery.

Veterinary history sheet.

1215. The C.O. will cause a veterinary history sheet (A.F. B 270) to be prepared for each remount received, and will pass it to the veterinary officer in charge, who will be responsible for its upkeep until the horse leaves the station or is disposed of. This sheet will always accompany the horse. Under no circumstances will these sheets be destroyed, or duplicates issued, without authority being obtained from the Director-General Army Veterinary Services. In the event of a horse being transferred from a unit to a remount dépôt for re-issue, the sheet will be forwarded to the Director-General.

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Age.

1216. The age of a horse will be reckoned from the 1st of May in the year in which the horse was foaled.

Horses left behind on embarkation of corps.

1217. When a corps proceeds on service abroad leaving its horses at home, the horses will be disposed of as directed by the War Office.

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Disposal of foals.

1218. Foals of government mares are the property of the State. A birth will be immediately reported to the War Office, when instructions will be given as to the disposal of the foal.

Officers' Chargers.

Officers' chargers.

1219. Officers entitled to public chargers under the provisions of the Allowance Regulations must ride one of these horses on parade.

As an exception to this rule officers may ride on parade—

- (i.) Private horses in their possession prior to January, 1903.
- (ii.) Private horses for which government forage is drawn in excess of the number of public horses to which they are entitled.
- (iii.) Horses which were hired from the government, but have become their property under the provisions of the Allowance Regulations.
- (iv.) Private horses in exceptional cases in which it is not considered by the Army Council possible or desirable to provide them with public chargers.

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Allotment to officers at manœuvres.

A C.O. will not allot a horse to an officer temporarily mounted at manœuvres, without the authority of the general commanding the manœuvring force.

An officer to whom such horse has been allotted will be responsible that it is properly cared for, is not overworked, and is at all times ridden in a saddle which has been carefully fitted to the horse. A horse once allotted will not be changed without an order from the brigade commander, who will depute one of his staff to inspect the horse from time to time.

Care of Horses.

1220. The C.O. of an unit is responsible for the condition of his horses, their health, shoeing, general fitness for work on service and for the fitting of their saddlery. He will inspect all horses once a week, with stripped saddles, when their army numbers will be verified.

Duties of C.O.

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The veterinary officer doing duty with the unit will attend this inspection.

Further instructions will be found in the manual of Animal Management and in the Regulations for Army Veterinary Services

Casting Horses.

1221. A divisional or brigade commander may authorize the casting of horses up to the percentage for the unit immediately concerned, sanctioned for the current financial year. Proposals involving an excess of this percentage will be referred to the War Office.

Authority for casting.

A.O.

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All horses proposed for casting for veterinary reasons will be inspected by the P.V.O., who will advise as to their disposal. The cases which he recommends for sale or destruction will be disposed of immediately, under the orders of the divisional or brigade commander.

Horses to be inspected by P.V.O.

1222. Before cast horses, other than the veterinary cases, are finally disposed of, the remount officer accredited to the command will be communicated with by the unit concerned, and he will decide whether any of the horses can be utilised elsewhere, or taken into a remount dépôt.

Remount officer to be informed.

A return of horses authorised by divisional or brigade commanders to be cast will be forwarded by them to the War Office, on A.F.—B 164, immediately after instructions for casting have been issued.

Return.

1223. Reports and applications will be accompanied by the veterinary history sheets.

Veterinary history sheets.

Disposal of Dead and Disabled Animals.

1224. Animals certified by a veterinary officer to be incurably injured may be destroyed forthwith. If the veterinary officer considers further inquiry desirable, he will apply for a garrison board, one member of which will be a veterinary officer, to investigate the case. The proceedings will be forwarded to the brigade commander, who will retain them. The opinion of the board will be recorded on the veterinary history sheet. In other cases when destruction is considered necessary, the previous sanction of the brigade commander or O.C. station will be obtained.

Destruction of animals in cases of emergency.

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5141

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1225. If a horse, or mule, dies suddenly, or within 24 hours of its having become ill, the veterinary officer in charge will apply for a garrison board to investigate the circumstances, if he considers such investigation necessary. A veterinary officer will be a member of the board.

Report on sudden death of animals.

Infectious and Contagious Diseases.

1226. When a horse is suspected of being affected by a contagious or infectious disease, it will be immediately segregated,

Prevention of disease.

Contagious Diseases (Animals) Orders.	and a full report at once forwarded to the War Office, but it will not be destroyed until War Office sanction has been obtained.	8 K.R. 32
	1227. When in England or Scotland, a horse or mule dies of, or is slaughtered for, glanders, farcy, epizootic lymphangitis or anthrax, the C.O. will at once apply to the clerk of the local authority, who are bound, under Article 17, "Glanders or Farcy Order of 1894," Article 6 of the "Epizootic Lymphangitis Order of 1904," and Article 7, "Anthrax Order of 1899," to dispose of the carcase.	8 King's 32
Ireland.	In Ireland, the military authorities are responsible for taking action, in accordance with the "Glanders or Farcy (Ireland) Order of 1900" and the "Epizootic Lymphangitis (Ireland) Order, 1904," or Anthrax or other Orders, which may be published from time to time.	
Destruction of carcases of horses.	Arrangements will be made at each station for the destruction of the carcases, or for their burial outside the War Department boundary, or hirings. Carcases will be covered with quicklime, and will not be buried within 200 yards of inhabited buildings, or any source of water supply.	
Disinfection of stables, &c.	1228. An O.C. unit or detachment will see that the instructions of veterinary officers, with regard to disinfection, are carried into effect, whenever contagious disease make its appearance. See Regulations for Army Veterinary Services.	

Veterinary Duties.

P.V.O.	1229. The P.V.O. has the supervision of all the veterinary duties of the command to which he is attached and is the adviser in all points connected with his service. He will have free access to all government stables, including remount dépôts, but he will acquaint the C.O. of his intended visit.	8 K.R. 33
Duties of veterinary officer.	1230. A C.O. will give a veterinary officer every assistance and support, and ensure that his suggestions for the care and treatment of the horses and the ventilation of the stables are adopted. The veterinary officer will make a daily report of the sick and lame horses to the C.O. of the unit.	
Duties of farrier-qr.-mr.-serjt.	1231. When there is no veterinary corps personnel, the services of the farrier-quartermaster-serjeant (or a specially detailed farrier, where there is no farrier-quartermaster-serjeant) will be placed entirely at the disposal of the veterinary officer, under the orders of the C.O.	
Horse infirmary orderlies.	1232. Orderlies for duty with sick horses will be furnished, by each unit concerned, in the proportion of one to every three (or less) sick. They will be exempted from all other duties, except C.O.'s. parades (in the R.A., brigade parades) and will be entirely at the disposal of the veterinary officer while so employed.	8 K.R. 33
Inspection of horses.	1233. All detachments will be placed under the veterinary charge of the nearest veterinary officer, who will inspect all the horses within ten miles of his station at least once a week, and all within easy reach by rail once a month, or oftener if required. The C.O. will be informed by the P.V.O. of the command of the name and station of the veterinary officer detailed for this duty who will arrange dates of inspection with the C.O. In these inspections the veterinary officer will be attended by the serjeant-major and by the farrier-serjeants of the detachment or batteries, and he will report the result of his inspection to the C.O. of the unit and the P.V.O. of the command.	
Special application by C.O.	1234. When the services of the veterinary officer are specially	8 King's 167

required, the C.O. will apply to him direct, describing the nature of the case and informing the general commanding of the application.

Employment of Civilian Veterinary Practitioners.

1235. In cases of sickness at a station at which there is not a veterinary officer, application will be made to the P.V.O. of the command, who will detail a veterinary officer from the nearest station. If one is not available, or the life of the horse is in danger and the farrier-serjeant is unequal to the proper treatment of the case, a civilian veterinary surgeon may be employed. His further attendance, unless absolutely necessary, will be dispensed with, the circumstance being reported by the C.O. to the P.V.O. of the command. Continuous daily attendance, or visits for inspection of healthy horses by a civilian veterinary surgeon, will not be permitted without the sanction of the P.V.O. of the command.

Application for officers from other stations, or civilian practitioners.

1236. In order to avoid inconvenience in settling the claims of a civilian veterinary surgeon, the C.O. will take care that he is informed that, in case of objections being raised to the charges he may make for professional attendance, they will be submitted for the decision of the Director-General Army Veterinary Service, whose award must be considered as final. The practitioner will only be employed if he makes an agreement to this effect, and a C.O. will be held responsible that such agreement is made.

Claims of civilian veterinary surgeons.

1237. The civilian practitioner will be requested to send in his bill in duplicate on A.F.—O 1774, immediately his attendance has ceased.

For further details as to veterinary duties see Regulations for Army Veterinary Services.

Shoeing.

1238. A squadron commander is responsible to the C.O. that the shoeing is correct and up to date. A veterinary officer will frequently visit forges and stables and inspect the shoeing. He is responsible for representing to the general and other officer commanding any faults or bad workmanship. Unless by veterinary advice, the regulation pattern shoe will be strictly adhered to.

Responsibility for shoeing.

1239. Every day at the commencement of morning stables, before other work is begun, the farrier-serjeant, in working dress will, with the assistance of the shoeing-smith of the troop, or of the section R.A., examine every horse in the stables. He will inspect each foot, replace broken nails, refasten loose shoes, and hammer down projecting clenches, and will then report to the senior officer, or N.C.O. of the squadron or battery.

Duties of farrier-serjeant.

He will immediately report to his C.O. any unhealthy condition of the feet.

A similar inspection and report will be made at mid-day stables.

Each mounted parade of a squadron or battery will be attended by either the farrier-serjeant or by one of the shoeing-smiths mounted, and with a case of tools. At inspections, farrier-serjeants and shoeing-smiths will attend mounted.

Forage.

1240. A C.O. will procure copies of the forage contract. All forage offered by contractors will be inspected by a regimental officer not under the rank of captain.

Supply of forage by contract.

1241. The C.O. will be responsible for the maintenance and quality of the reserve stock of forage.

Reserve stock.

Inspection
by the
orderly
officer.

1242. As a rule, forage will only be received and issued at prescribed hours, between 7 a.m. and 3 p.m. The daily supply of forage tendered for issue to units will be inspected, and a proportion weighed, by the captain of the day (or orderly officer) before its removal from the garrison forage store, and, if then objected to, it must be forthwith replaced. Objections against forage already removed from the store will not be entertained, except in the case of unbroken trusses of hay, which may be rotten inside. An inspecting officer will assign sufficient reasons on all occasions of rejection.

Orders to
sentries.
Keys of
forage
stores.

1243. A sentry over forage stores will not admit forage unless passed by an officer. The keys of regimental forage stores will be deposited at night with the nearest guard of the regiment, and the keys of garrison forage stores in the nearest guard-room.

Precautions
against fire.

1244. All persons are forbidden to enter forage and straw stores, or yards, with matches in their possession, or to smoke in such places. A notice to this effect, on A.F.—K 1288, will be posted outside each forage store, and a similar order will be included in the orders of the sentry.

Saddles and Saddlery.

Fitting of
saddlery.

1245. In a cavalry regiment, a squadron commander is responsible to the C.O. for the proper fitting of the saddlery. The saddletrees will be fitted without pannels or blankets, changing them from horse to horse as may be found necessary; alterations required can be made by the saddletree-makers.

Responsi-
bility of C.O.

1246. The C.O. of a regiment is responsible that all the saddletrees of a cavalry regiment are stripped and fitted by squadron commanders at least once every three months and he will make personal inspections whenever he considers it necessary.

Roughing
stirrup-
irons.

1247. Stirrup-irons in the mounted services will be roughed as often as required, in the cavalry by the armourer-serjeant, and in other mounted units by the regimental artificers.

Breast har-
ness.

1248. Four horses per squadron in each regiment will be equipped with breast harness.

Spare
saddlers.

1249. The C.O. is responsible that there are, in each cavalry regiment, in addition to the establishment, at least two saddlers and one saddletree-maker qualified and available to succeed to any vacancies.

11.—REGIMENTAL DEPÔTS.

General Instructions.

Selection of
officer,
N.C.O., or
man, for
service at
depôt.

1250. In arms other than infantry, an officer for service at the dépôt will be detailed at the War Office.

In submitting the name of an officer or N.C.O. for service at the dépôt, the C.O. will certify that he possesses special aptitude for the training and management of young soldiers. An officer will, if possible, be in possession of a musketry certificate. Only such soldiers, of any rank, will be selected as, by their qualifications and bearing, are likely to set an example of efficiency and smartness.

Service
qualifica-
tions for
depôt.

1251. A N.C.O. or man will, when practicable, be of long service, and a N.C.O. or man of less than three years' service, or who does not bear a good character, will not be selected.

When a N.C.O. or man of three years' service is not available, the officer, not below the rank of brigadier-general, under whom the unit is serving, may sanction the selection of a soldier of less service, in which case he will notify the fact to the O.C. district in whose district the dépôt is situated.

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1252. The tour of service for an officer at the depôt will be for two years, but an officer is liable to be recalled to his unit at any time, for any purpose. Tour of service at depôt.

The tour of duty for a N.C.O. at the depôt, or on the depôt establishment, will be for two years, except for the quartermaster-serjeant, serjeant-tailor, and battery-quartermaster-serjeant R.H.A., R.F.A., and R.G.A.

The tour for a militia orderly-room clerk will be for four years. In the interests of the service, the tour of two years for a N.C.O. may be extended to three years, but no further, by the O.C. district, under whom the depôt is for discipline.

A N.C.O. will not be eligible for a further tour of depôt service until two years have elapsed since he was last employed there.

Infantry.

1253. In the infantry, the selection of an officer for service at the depôt will rest with the battalion commander, who, when a vacancy is about to occur, will forward the name of the officer recommended to fill the vacancy to the O.C. district, who will submit the nomination, with his remarks, to the War Office for approval. Selection of officer.

1254. Except when authorised in very exceptional circumstances the two senior majors, the two senior captains, and the four senior subalterns of an infantry regiment, will not be selected. In four battalion regiments these restrictions will be proportionately increased. Officer who may not be selected.

1255. It is undesirable that both the major and captain of a depôt should be married. This will be borne in mind when recommending officers for appointment. Should both officers become married while at the depôt, the O.C. district will report the fact to the War Office. Married officer.

1256. An adjutant of a militia unit, the headquarters of which are at the same station as the depôt, will act as adjutant of the depôt. During his absence, at the annual training of his militia unit, an officer of the depôt will act for him. When the militia headquarters are not at the depôt, an officer, not above the rank of captain serving there, will be appointed acting adjutant. An officer so appointed will remain at the depôt for three years from the date at which he joined the depôt, unless he is required to rejoin his unit. The date of appointment as acting adjutant will be inserted against his name in the depôt returns. Adjutant at depôt.

1257. When a quartermaster of militia, who also acts as quartermaster of the depôt is absent, otherwise than on leave, another quartermaster of militia of the same territorial regiment will be detailed to carry on the duties, and, if necessary, he will be called in to headquarters for the purpose. Quartermaster at depôt.

1258. An officer joining the depôt from abroad will proceed thither immediately on landing, and will be brought on the strength of the depôt from the date of landing. Officer joining from abroad.

1259. On completion of a tour of duty at the depôt, an officer will be considered as under orders to join his unit forthwith. Completion of tour at depôt.

1260. When a N.C.O. below the rank of serjeant, or man, is required to fill a vacancy on the establishment of the depôt, the officer i/c records will acquaint the O.C. home battalion, who will make the required selection. In the case of a N.C.O., the cause and date of the vacancy will be stated. Selection of junior N.C.O. or man.

Man required at depot in excess of establishment.

1261. When a man is temporarily required in excess of the establishment, the sanction of the O.C. district must first be obtained, and this will only be given with the concurrence of the brigade commander under whom the battalion is serving.

1262. When it is necessary to move an individual between the home battalion and the depot, the officer initiating the move must obtain the consent of the officer i/c records. In the case of a difference of opinion, the question will be decided by the O.C. district concerned.

12.—LEAVE OF ABSENCE AND FURLONGHS.

General Instructions—Officers.

Commencement of leave.

1263. Leave commences :—

At home : from the date on which an officer leaves his station.

Abroad (except in India) : from the date on which he embarks.

In India : from the date on which he is struck off duty, except in the case of leave out of India on medical certificate when leave commences from date of embarkation.

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End of leave.

An officer will be present with his unit on the day on which his leave terminates. On rejoining, he will make himself acquainted with all orders issued during his absence.

Address during leave.

1264. An officer who obtains leave, will give his address, and notify any change in it, to the adjutant and to the regimental agent. If he be awaiting absorption, he will notify similarly in writing to the War Office and to the regimental agent.

Extension of leave.

1265. When an extension of leave is applied for, the period during which the applicant has been absent will be stated.

Special leave.

1266. An application for leave of a special nature will be submitted one month before such leave is required. At home, if the G.O.C.-in-C. grants the leave, he will at once report to the War Office the period and purpose of it.

Leave on medical certificate.

1267. When an officer requires a medical certificate, to enable him to apply for leave, A.F.—B 175 will be used by the medical officer who examines him. An officer residing in a foreign country, or British colony where a medical officer of the regular army is not stationed, requiring sick leave or extension thereof, will forward with his application, a medical certificate, for which expense to the public will not be admitted.

Leave cancelled by promotion or transfer.

1268. When an officer is promoted during leave, either in the same or into another unit, or is transferred or removed to, or exchanges into another unit, his leave, other than sick leave, is thereupon cancelled, without further orders. Leave on medical certificate, or on the recommendation of a medical board, is not affected by such promotion or transfer.

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Absence without leave.

1269. When an officer is reported absent without leave in the regimental monthly return, an explanation will be transmitted to the War Office through the G.O.C.-in-C. The fact will also be immediately communicated by his C.O. to the regimental accountant and the regimental agents.

Application to War Office for-bidden.
Pay during leave.

1270. An officer on the strength of a unit will not apply direct to the War Office for leave or extension of leave.

Temporary performance of duty during leave.

1271. The grant of pay and staff pay during leave is subject to the conditions laid down in the Pay Warrant, and the periods of absence for which full pay is allowed will only be exceeded in exceptional cases.

1272. Except when prescribed by the Pay Warrant, provision will be made without extra charge to the public, for the temporary performance of the duties of staff officers when on leave.

1273. An officer will not be granted leave to enable him to prepare to compete for admission to the Staff College.

Staff College study.

1274. An officer on the active list (full or half pay) will not quit his station to proceed to the scene of any military operations without first obtaining sanction from the War Office. But should he, when travelling abroad on leave, happen to be in the vicinity of any military operations in which His Majesty's troops are engaged, he will at once report himself to the officer in command, who, in the interest of the public service, may detain such officer for duty pending reference (by telegraph if possible) to the War Office.

For military operations.

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1275. An officer on the active list will not quit the United Kingdom without special permission. A brigade commander may grant permission to officers under his command to proceed to countries in Europe, to British North America, and also to all British colonies, but, when granting leave to the colonies, he will inform the O.C. the forces in the colony concerned. Leave to visit other countries will be obtained from the War Office. The application must be submitted in time to reach the brigade commander, or the War Office, at least two weeks before the officer wishes to start. An officer at home, on leave from abroad, will apply direct to the War Office. Leave will not be granted to visit countries where war is imminent.

To quit United Kingdom.

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1276. An officer travelling abroad is forbidden to accompany or take part in, any military expedition, nor will he, without the permission of the Army Council, act as a press correspondent with any army in the field. If an officer contemplates spending more than a fortnight in a country where there is a British military attaché, he will inform that officer of his address and movements.

Abroad. Not to volunteer for military expeditions.

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1907

1277. An officer will not attend any foreign manoeuvres without first obtaining from the War Office permission to do so. An officer serving with a unit, &c., will forward his application through his C.O. in sufficient time to reach the War Office at least one month before the date on which he wishes to start, stating what manoeuvres he contemplates attending, and his address during such manoeuvres. An application by an officer who is not serving with a unit, &c., will be addressed direct to the War Office.

Foreign manoeuvres; permission to attend.

1278. An officer will not send accounts of, or comments on, any manoeuvres he may witness abroad to any one, except the Army Council, unless he has obtained the permission of the Council to do so.

Reports on.

Officers on Home Service.

1279. A G.O.C.-in-C. may grant leave to officers at such times and for such periods as their services can be spared. This authority may be delegated to a C.O. and to a head of a department, as the general may consider desirable. When a unit is under orders for service abroad, leave will not be granted beyond the date fixed for departure, and any leave previously granted beyond that date will be considered cancelled.

Grant of leave and its duration.

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1280. A G.O.C.-in-C. may, on the recommendation of a medical board, grant leave to an officer for a period not exceeding six months. When an officer has been examined by a medical board (whether at home or abroad), the original proceedings will, in all cases, be forwarded to the War Office without delay; in the event of leave having been granted, the period and date of commencement of leave will be notified. When a medical board cannot be assembled, or when the leave contemplated is so short as to render the assembly of a medical board unnecessary, a G.O.C.-in-C. may grant leave

Leave on medical certificate.

on medical certificate to a regimental officer for a period not exceeding three months.

Report before expiration of leave.

1281. An officer on leave granted on the recommendation of a medical board, will report his state of health, in writing, to his C.O., twenty days before the expiration of his leave, with a view to his being again examined as to his fitness to resume duty.

Extension of leave.

In forwarding an application to the War Office for an extension of sick leave, the amount of sick leave that has previously been granted will be stated.

Report of illness preventing rejoining.

1282. When an officer is prevented by ill-health from rejoining on the expiration of leave, he will at once report, by letter, to his C.O., enclosing a medical certificate (if practicable from a military officer) giving the particulars contained in A.F.—B 175. The C.O. will then take steps to prolong the leave, or bring the case to the notice of superior authority.

Study leave.

1283. A veterinary officer serving at home may, in special cases, be granted leave not exceeding two months, in addition to ordinary leave, in order to attend post-graduate courses of instruction.

Officers on Service Abroad.

By whom granted.

1284. A G.O.C.-in-C. abroad will use his discretion in giving leave of absence.

Grounds for granting.

1285. Permission to return home from abroad will only be granted to those officers whose claims are grounded (i.) on length of service abroad ; (ii.) on ill-health, regularly certified by a medical board, or by the medical officer i/c troops should it be impracticable to constitute a board ; or (iii.) on urgent private affairs, which plea will be explained.

When orders for the move of a unit from one command to another are received, the G.O.C.-in-C. under whom the unit is serving will notify to the G.O.C.-in-C. to whose command the unit is ordered, the names of officers to whom he has granted leave which will not expire until after the unit has reached its new destination, specifying the period of leave granted in each case.

Declaration required.

1286. The application of an officer serving abroad for leave to return home on private affairs will show how long he has served abroad and be accompanied by the following declaration :—

"I do hereby declare that I will rejoin for duty at my own expense within the period for which leave of absence may be granted to me, unless in the meantime I receive orders to the contrary from competent authority. I further declare, that if during the period of my leave I exchange or am transferred at my own request otherwise than in the ordinary course of the service, or am placed upon temporary half pay, or am made supernumerary in my regiment for staff or civil employ, or retire from the service under circumstances not entitling my successor to a free passage, I will hold myself responsible for the payment of the passage of the officer who may be ordered abroad in my place."

Signature.

When character is affected.

1287. A G.O.C.-in-C. will make a full report to the War Office of every case in which an officer is sent, or permitted to return home under circumstances affecting his character. The disposal of an officer thus sent home rests with the Army Council. See para. 569.

Certificate of.

1288. When leave to return home is granted to any officer belonging to a unit abroad (except India), A.F.—B 174, duly completed, will be delivered to him. Regimental accountants will certify the date to which such officer has received his pay.

1289. An officer on arrival, on leave, in the United Kingdom will immediately report himself in writing to the War Office as directed in para. 1511 (vi). Report on arrival in writing.

Special Leave.

1290. Special leave, with free passage to and from the United Kingdom, may be granted to officers, as follows :—

(i.) After one year's continuous service on the West Coast of Africa. West Coast of Africa.

(ii.) After less than one year's continuous service on the West Coast of Africa, if the normal period of service is curtailed in the interest of the public service.

The period of leave will be at the rate of one day for every two days' service on the coast.

(iii.) After five years' continuous service with the West India Regiment (subject as regards passage to para. 419 (b), Allowance Regulations). West India Regiment.

In reckoning five years, any period spent on the West Coast of Africa will count threefold.

The period of leave will be for one year.

For the purposes of (i.), (ii.), and (iii.), time spent at Madeira or in the Canary Islands on sick leave, or on ordinary leave of 61 days in a year, will count as service on the West Coast.

Extension of Leave.

1291. An officer on leave from a station abroad will not apply for extension of leave, except on urgent private grounds. His application with an explanation of the urgency will be transmitted to his C.O. abroad, for the purpose of being laid before the G.O.C.-in-C. In the event of an extension being granted, the period will be at once reported by the officer obtaining it to the War Office. An application for an extension of leave will not be submitted to the War Office direct. Extension.

Sick Leave.

1292. The period necessary for the recovery of health will be stated in the proceedings of a medical board which recommends leave to the United Kingdom, and the G.O.C.-in-C., when transmitting the proceedings to the War Office, will report the period of leave granted. Sick leave.

1293. When an insane officer is being sent home, a report will be made to the War Office in time for arrangements to be made before he reaches England. Insane officer.

1294. An officer returning home sick, who has not been examined by a medical board abroad, will be examined at the military station nearest to his intended place of residence, at which a medical board can be assembled. Examination by board.

1295. Should an officer be prevented by illness from embarking to rejoin by the expiration of his leave, he will forward an application, together with a medical certificate, to the War Office, whence he will receive orders to appear before a medical board. Illness when on leave.

1296. An officer granted leave to England on the recommendation of a medical board, will be re-examined before embarking to rejoin his unit, and will, therefore, report himself in writing to the War Office twenty days before the expiration of the leave granted to him. Medical report on termination of sick leave.

Furlough—Soldiers.

Furlough, an indulgence. **1297.** Furlough is an indulgence, granted at the discretion of the C.O., and a soldier must, at all times, be prepared to rejoin at the shortest notice. The officer i/c records of his unit is the C.O. of every soldier on furlough from abroad in the United Kingdom.

Furlough form. **1298.** A furlough will be made out on A.F.—B 295 A., and stamped with the regimental office stamp. If the soldier has permission to wear plain clothes when on furlough it will be recorded on the form and initialled by the officer granting the concession.

Furlough season. **1299.** The duration of the furlough season at home is left to the discretion of the G.O.C.-in-C., and will be notified in the standing orders of the command. The usual period is 1st October to 1st February.

During the non-furlough season furlough will only be granted in special cases.

Dates of furlough. **1300.** Furlough commences :—

At home.—From the date on which the soldier leaves his station.
Abroad.—From the date on which he embarks.

Overstaying furlough. A furlough is to be made out so as to terminate at tattoo on the day on which it expires. If the soldier fails to rejoin he may be dealt with as an absentee. If, within five days, no satisfactory account of his absence is received he will be reported as a deserter.

Condition of obtaining furlough. **1301.** Before any soldier can obtain a furlough he will be dismissed his drills and be out of debt.

Return passage. Before being granted ordinary furlough from abroad to the United Kingdom he will deposit with his C.O. a sufficient sum of money to provide for his return passage. This sum will be forwarded to the officer i/c records, who will make arrangements for the man's return passage and acquaint him with them. The soldier will not get possession of the money so deposited.

Addresses and reports of soldiers on furlough. **1302.** A soldier going on furlough will leave his address with his company, &c., commander, and communicate any subsequent change to him.

A soldier arriving from abroad will be instructed to report his arrival to the officer i/c records concerned immediately on landing, and, subsequently, any change that may take place in his address.

Pay of men on furlough from abroad. **1303.** The name and intended address of every soldier granted furlough to the United Kingdom, together with a last pay certificate (A.F.—O 1811) will be forwarded, by the first mail, by the O.C. the unit to the officer i/c records, who will arrange for his payment while on furlough.

A man on furlough from India draws his pay from the India Office.

A soldier on furlough from India will not be transferred to the home establishment without previous reference to the War Office.

Furlough out of the United Kingdom. **1304.** A soldier will not quit the United Kingdom without obtaining the permission of an officer not below the rank of brigadier-general, which may be given in special cases, under the conditions laid down for officers in para. 1275.

A soldier proceeding on furlough to a foreign country will not take arms, accoutrements, or uniform.

Furloughs. When not to be granted. **1305.** Furlough will not be granted :—

- (i.) To enable a N.C.O. to take up an appointment in the auxiliary forces ;
- (ii.) To a soldier serving abroad to quit the command, unless qualified by length of service abroad (see para. 1308) except on the most urgent and special occasions.

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1306. When a soldier is unable, from want of money, to rejoin his unit from furlough, he should be furnished, by his C.O., with a travelling warrant (see paras. 1408 to 1415) or subsistence, all expenses being subsequently recovered from the man. Soldiers unable to rejoin from want of money.

1307. On returning from furlough, a soldier will not be required to make good missed duties, nor, in the cavalry, to pay for the charge of his horse during his absence. Return from furlough.

Special Furloughs.

1308. Special furloughs (with free passages to and from the United Kingdom, under the conditions prescribed by the Allowance Regulations) may be granted as follows:— Special furlough.

- (i.) To an unmarried warrant officer or N.C.O. not under the rank of corporal, who is eligible for, but not desirous of transfer to service at home, and provided that the soldier will have two years' unexpired service on return from furlough.

After six consecutive years' service abroad.

- (ii.) To a European warrant officer or N.C.O. of the West India Regiment.

After not less than five years' continuous service at tropical stations.

In reckoning service towards the five years, service on the West Coast of Africa will count threefold.

- (iii.) To a European warrant officer, N.C.O., or man, provided he does not belong to a unit, which, on completion of its tour of duty on the coast, will return to the United Kingdom.

(a) After one year's continuous service on the West Coast of Africa.

(b) After less than one year's continuous service on the West Coast of Africa, if the normal period of service is curtailed in the interest of the public service.

The period of furlough will be at the rate of one day for every three days' service on the coast.

For the purposes of (ii.) and (iii.), time spent at Madeira or the Canary Islands on sick leave, or on the regulated ordinary annual furlough, will be counted as service on the West Coast.

1309. A G.O.C.-in-C. will exercise a liberal discretion in granting furloughs to individuals or units recently returned from abroad. They should usually be permitted to go on furlough as early as possible after their return home, and, if the duties of the station permit, it is better that almost the whole of a unit should go at once. On return from service abroad.

1310. Furlough may be granted to a soldier for the last two months prior to discharge or transfer to the army reserve, and a man granted such furlough will be supplied with a temporary certificate of character, to facilitate the obtaining of employment. Prior to discharge or transfer to the army reserve.

Sickness when on Furlough.

1311. A soldier on furlough who requires medical aid, should apply to the O.C. the nearest military station. When this is impracticable, he may apply to a civilian practitioner, show him his furlough paper, and he will be allowed to charge for attendance at the rate laid down on A.F.—O 1667. Medical attendance on furlough.

1312. When a soldier on furlough is prevented from rejoining on the expiration of his furlough, by sickness, which must be duly certified (or by any other unavoidable casualty), he will report himself (i.) to the nearest staff officer; or (ii.) to the C.O. of any Extension of furlough on account of sickness or other casualty.

unit or detachment of the regular army ; or (iii.) (if either of these officers is not within convenient distance) to a justice of the peace.

These officers are authorised (if the circumstances are urgent) to extend the furlough for a period not exceeding one month. The period of extension will be inserted in words on the original furlough and notification made to the man's C.O.

Absence
beyond
three
months.

1313. If the man at the end of three months is still unable to rejoin on account of sickness, his C.O. will forward a report, with the soldier's address and a copy of his medical history sheet, to the G.O.C.-in-C. of the command in which the man is living. The G.O.C.-in-C. will cause the man to be examined by a military medical officer, and, if the soldier is found temporarily unfit, will extend his furlough, or, if permanently unfit, proceed with his discharge, in either case reporting the action taken to the man's C.O.

Discharge
of men on
furlough
unable to
rejoin
through
sickness.

1314. When the discharge of a soldier who is medically unfit to rejoin from furlough is carried out, his C.O. will inform the P.M.O. of the command in which his unit is serving, in order that the soldier's name may be included in the invaliding statistics of that command. The disease for which the soldier was discharged will always be stated.

Sick
furlough.

1315. Before granting a sick furlough the C.O. will obtain from a medical officer a distinct opinion as to whether the man is likely to benefit by the change to another locality. He will also ascertain that the man's friends are in a position to afford him such aid as his ailment requires.

Passes.

Passes.

1316. Passes may be granted under the following conditions, due regard being paid to the age, length of service, conduct, and educational and military efficiency of the soldier :—

Rules as to
granting
passes.

- (i.) A permanent pass to enable a soldier who, in the opinion of the C.O., is deserving of the privilege, to remain out of quarters up to any specified hour between tattoo and reveille.
- (ii.) A pass giving leave of absence to a soldier from any roll call or duty.
- (iii.) A pass to enable a recruit, boy, or other individual soldier who is not allowed a permanent pass under sub-para. (i), to have such leave on special occasions.
- (iv.) A pass for leave outside the station.

Granting of
passes.

1317. A permanent pass will be signed by the C.O. Every other pass will be made out on A.F.—B 295, and be granted and signed by the company, &c., commander. Every pass will be stamped with the regimental office stamp before being issued.

Passes for
N.C.Os.

1318. A N.C.O. not below the rank of serjeant may remain out of barracks until midnight without special permission. Any further leave within the station may be granted to such N.C.O. by the C.O. without a pass.

Period.

1319. A pass will not be granted for more than six days ; for longer periods a furlough is necessary.

13.—DIVINE SERVICE, CHAPLAINS, RELIGIOUS INSTRUCTION.

General Instructions.

Conduct of
chaplains.

1320. All officers in command will see that the conduct of the chaplains is such as becomes their office, and will bring to notice any deviations from the mode of conducting public worship as

laid down in the "Instructions for the guidance of chaplains of the Church of England in their ministrations to the troops."

1321. Every soldier, when not prevented by military duty, will attend divine service, but a soldier will not be obliged to attend the service of any other religious body than his own. Soldiers to attend divine service.

1322. Soldiers will be march-d to and from their places of worship, and the officer, or N.C.O. in charge, will remain with them throughout the service.

1323. The duty of playing troops to church will not interfere with the attendance of a bandsman, drummer, bugler, or piper, at the regular service of his own denomination. Bandsmen.

1324. A C.O. will afford facilities for the attendance of officers and soldiers and their families at public worship, and will encourage the families of soldiers to attend regularly. Families of soldiers at public worship.

1325. Whenever seditious or inflammatory language is made use of during the service in any place of worship not under military control, the senior officer present will use his discretion in withdrawing the troops, with as little interruption as possible, and marching them back to their quarters. He should report the circumstances through the G.O.C.-in-C. to the War Office. Seditious language preached.

Chaplains.

1326. Chaplains will be treated with the respect due to their rank and profession, and a C.O. will render them every assistance in carrying out their duties. Chaplains to be treated with respect.

1327. The senior chaplain of each denomination will arrange the work of the chaplains at his station, and report any neglect or disobedience of orders to the War Office through the G.O.C.-in-C. Every chaplain has the right of direct communication on ecclesiastical matters with the recognized head of his denomination. Senior and junior chaplains.

Officiating Clergymen.

1328. A C.O. will furnish to officiating clergymen, on their application, weekly certificates (A.B. 151), showing the number of officers and men of the denominations referred to borne on the strength of the garrison, and the numbers who actually attended separate services during the period. Divine service. Certificate of numbers present.

1329. Whenever a C.O. deems it expedient to prevent an officiating clergyman from officiating in military churches, he will report the circumstance to the War Office. Officiating clergymen in military churches.

1330. The duties to be performed by an officiating clergyman in receipt of capitation pay include the Sunday services, baptisms, churchings, funerals, attending the sick in hospital and reading prayers with the convalescents, visiting soldiers under sentence in military prisons or detention barracks at least once a week, and giving special religious instruction to the children and enlisted boys during one or two hours in every week, besides attending generally to the religious instruction and welfare of the officers and soldiers and of their families. Fees will not be demanded for the performance of any of these duties. Duties of officiating clergymen.

1331. An officiating clergyman will be informed that payment cannot be guaranteed until the approval of the G.O.C.-in-C. has been officially notified. Payment.

Religious Instruction and Religious Books.

1332. A G.O.C.-in-C. will give directions to chaplains and officiating clergymen to carry out the orders contained in the Army School Regulations as to the religious instruction of children. Religious instruction in schools.

Reports by chaplains.

1333. Church of England chaplains will forward annually a report, on A.F.—C 374, to the chaplain-general; Roman Catholic and Presbyterian chaplains will report on A.F.—C 301, direct to the G.O.C.-in-C., who will forward the reports to the War Office.

Bibles and prayer-books.

1334. Bibles and prayer-books, supplied at the public expense, will be distributed to soldiers desirous of possessing them, and may be retained on discharge. Books so issued will last ten years. A supply will be allotted for the use of patients in hospitals, and of young soldiers and children attending regimental schools.

14.—MISCELLANEOUS.

Soldier-Servants and Orderlies.

Regulations as to employment.

1335. The employment of soldiers (when available) as officers' servants and grooms is sanctioned, as an indulgence. They will, in all cases, rejoin their units when the latter, if abroad, are ordered to quit the command, or, if at home, to move out of the United Kingdom.

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	Number allowed.	Units from which detailed.
(i.) Generals and lieutenant-generals (not in receipt of a consolidated rate of pay).	4	From a unit in the command, district or station where the officer is serving, or, by special authority, from the corps to which he belongs.
Major-generals and brigadier-generals (not in receipt of a consolidated rate of pay).	3	
All general and staff officers who draw consolidated rates of pay, if mounted.	1	
R.E. ...		
A.S.C. ...		
Chaplains' Department ...	2	}
A.O.D. and Army Pay Department ...	1	
(ii.) Regimental officers ...	2	} From the unit to which the officer belongs.
Mounted ...	1	
(iii.) R.A.M.C. ...	2	} Servant from the officer's corps, if available; groom from another corps. If on field service and attached to a unit, both from that unit.
Army Veterinary Service ...	1	
(iv.) Militia—		
Adjutant, artillery ...	1	From an artillery unit, when there is one at the same station as the headquarters of his unit.
Adjutant, infantry ...	1	From the regimental dépôt with which he is connected.
Quartermaster, artillery and infantry.	1	From the regimental dépôt, when the headquarters of his unit are at the same station as the dépôt.

Selection of servants and liability for duties.

The conditions under which allowances in lieu of soldier servants may be drawn are laid down in the Allowance Regulations.

1336. Soldier-servants will be selected from those who have done duty in the ranks of dismounted corps for one year, or of mounted corps for eighteen months. They will be completely clothed, armed, and equipped; they will mount and perform their share of duty on any guard, or other service, on which the officer to whom they are attached is employed; and, when not required to take charge of spare horses, they will be

in the ranks at all reviews, inspections, and field days. They will go through the annual course of musketry, and are liable to such training as the C.O. may judge necessary. In the cavalry, when the duty men are getting less than four consecutive nights in bed, one soldier-servant only for each officer may be exempted from guard duty and mounted parades.

1337. When an officer is removed from one unit to another, his servant will not accompany him, but an officer belonging to a unit stationed at home, when ordered to proceed to or from the regimental dépôt for duty, may be accompanied by his soldier-servant. Servants not to be transferred with officers.

1338. An officer will not employ a European soldier at a station where an allowance is drawn in lieu of servants, except in Egypt. Allowance in lieu.

1339. An officer employed on staff duty in the field, in an acting staff appointment, as superintendent of gymnasia, under instruction at the gymnasium, Aldershot, or on any temporary military duty away from his unit, may retain his soldier-servant. Officers employed or temporarily detached.

1340. The G.O.C.-in-C. may permit a soldier-servant to accompany an officer returning home from abroad on account of severe illness. The arrival of a soldier in such circumstances in the United Kingdom will be reported to the officer i/c records. Officers returning invalids.

1341. An officer joining the Staff College will not be allowed to retain his soldier-servant. At Staff College.

1342. A C.O. may authorize one soldier-servant to attend a regimental officer proceeding on leave of absence not exceeding his usual annual leave, but he will not authorize him to leave the United Kingdom without the sanction of an officer not below the rank of brigadier-general. A soldier so employed will be shown in the returns, as "servant to officer absent," and not as "on furlough." Officers on leave.

1343. The payment by officers to soldiers employed as their servants is 2s. 6d. per week in the cavalry and artillery, and 1s. 6d. per week in the infantry. Warrant officers, squadron or battery-serjeant-majors, quartermaster-serjeants, serjeants, and farriers of the mounted services will pay soldiers employed in looking after their horses and appointments 1s. 6d. per week. Trumpeters and rank and file who, in particular circumstances, require to have their horses and appointments looked after, will pay 1s. per week. Staff-serjeants who do not attend mounted parades will not be liable to this charge except when circumstances require them to ride. Payment to servants.

1344. The number of soldiers employed as orderlies will be the lowest possible. Whenever possible, orderly duties will be carried out by cyclists; if cyclists are not available, mounted or dismounted orderlies may be employed. The precise time at which the despatch is sent off will be clearly written on the cover. The receipt will be acknowledged in writing, the precise hour of delivery being specified. Employment of orderlies.

Married Soldiers.

1345. Instructions with regard to the married establishment are contained in the Allowance Regulations. Regulations.

1346. A warrant officer need not obtain the consent of his C.O. before he marries, but should inform him of his intention. Warrant officers.

1347. A soldier, other than a warrant officer, will not be placed on the married roll unless he has obtained the consent of his C.O. before marriage. Permission to marry, which will not be given in anticipation of a vacancy, will be granted :— Consent of C.O. necessary in other cases.

	(i.) In the artillery clerk section. R.E., R.A.M.C., A.S.C., A.O.C., Army Pay Corps, A.V.C., and Military Provost Staff Corps, by the officer i/c records.	A.O. 82 1906
	(ii.) In all other cases by the C.O. of the unit to which the applicant belongs.	
Qualifications.	1348. Permission to marry will not be granted unless :— (i.) A vacancy exists on the married establishment. (ii.) The C.O. has satisfied himself as to the woman's character. (iii.) The soldier, if below the rank of serjeant, has (a) £5 in the Post Office Savings Bank. (b) 7 years' service exclusive of boy's service. (c) Two good conduct badges, or, if a corporal, fulfils the conditions for two good conduct badges.	46 Gen. No. 5787
Leave to marry.	A C.O. may permit a soldier not fully qualified under (iii.) to marry, provided that a vacancy exists and that no fully qualified applicant is waiting. Cases of this nature occurring in any of the corps mentioned in para. 1347 (i.) must be referred to the officer named therein, and will not be dealt with by a C.O.	46 Gen. No. 5836
Without leave.	1349. A soldier who marries without the consent of his C.O., or who was married before enlistment, will be thereby debarred from being placed on the married roll at any subsequent time without the permission of his C.O., or in the case of a soldier belonging to one of the corps mentioned in para. 1347 (i.), without the permission of the officer named therein ; such permission will not be granted unless the conditions of para. 1348 are fulfilled, and a fully qualified applicant is not waiting permission to marry.	A.O. 82 1906 46 Infantry. 225 46 Gen. No. 5830
Vacancies abroad, now filled.	1350. An O.C. a unit abroad will keep the officer i/c records informed of the ranks and names of all men on the married roll, and of vacancies which occur in it (stating the names of the women causing the vacancies), and at the same time will name those who have been selected, or in the case of a corps mentioned in para. 1347 (i.) who are recommended, to fill the vacancies, stating whether passages for them from the United Kingdom are required.	46 Gen. No. 5930
Sleeping out of barracks.	1351. A soldier will not be allowed a permanent pass to sleep out of barracks except a widower with children, if approved by the C.O. Such a man must be regular in his duties, orderly in his lodgings or quarters, exact in his dress, and never leave his lodgings or quarters after tattoo except on duty or with leave. Any man not obeying these orders will be brought into barracks.	
Men married without leave, out of mess.	1352. In special cases where a soldier, married without leave, has children, the C.O. may grant him permission to be out of mess, in order to support his family.	
Removal from married roll.	1353. If the wife of a soldier on the married roll is guilty of misconduct, the C.O. may deprive her of the benefits she derives from her husband's position on that roll.	

Officers' and Soldiers' Letters.

When postage stamps not procurable.	1354. When troops are engaged in places where postage stamps cannot be obtained, a soldier should write on the envelopes of his letters a certificate to that effect. Such certificate should be signed by the C.O. The circumstances in which this is done should at once be reported by the officer in chief command to the Postmaster-General, London, so that the postage actually deficient, instead of the double rate as in ordinary cases of unpaid letters, may be collected from the addressee.	
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1355. The address on a letter to a soldier should specify his regimental number, rank, and corps or detachment. Letter sent to a soldier.

1356. A charge beyond the rate of postage fixed by Act of Parliament is not to be made, by any person whatever, against soldiers for the delivery of their letters. At a station where the barracks are within the limits of the free delivery, the Postmaster-General delivers letters at the barracks free of expense if the C.O. prefers that mode of delivery to their being called for at the post office. Delivery of soldiers' letters.

1357. A post office letter-carrier is not to be detained or required to distribute letters in barracks, but a N.C.O. is to be detailed to receive and distribute them, and to pay any charges for postage. Post office letter-carrier not to be detained.

1358. At a station where the barracks are beyond the limits of the free delivery, the letters are to be called for at the post office by an orderly N.C.O., who will be provided with funds to pay any charges for postage. Regimental post orderly.

Attachment of Officers of Militia and Yeomanry to Regular Units.

1359. During the training season,* each line battalion will be allowed the services of militia subalterns of not less than two years' service in the place of officers absent. Applications will be made by an O.C. a battalion to the G.O.C.-in-C., to whom, at the end of the financial year, a return will be made, shewing the number of officers so attached and the period for which each was attached. Militia officer.

The attachment of militia subaltern officers in place of officers detailed for mounted infantry duties may take place at any time of year.

A militia officer will not be so attached during the training of his own unit, or for a less period than 28 days; but not more than four officers will be attached at the same time, and the aggregate number of days' service rendered by an officer, or officers, will not exceed 242 days in the year.

1360. An officer of the militia or yeomanry, who is a candidate for a commission in the regular forces, may be attached to a regular unit for a period of two consecutive months, at any time after the completion of his first annual training. Candidates for regular forces.

The period of attachment must, except under very exceptional circumstances, fall between the 1st February and the 15th. November.

During the attachment he will be instructed in drill, discipline and interior economy, musketry, semaphore signalling and tactics (including sections 124-150 and 169-171 inclusive, Part IV. Infantry Training).

1361. Arrangements for such attachment will be made by the G.O.C.-in-C.

Encampments.

1362. Instructions as to bivouacs, billets and camps are contained in Combined Training, Chapters III and IV. Troops will not be under canvas in the United Kingdom between the 1st October and 30th April without the approval of the G.O.C.-in-C. Every effort will be made to arrange the periodical engineer Camping season.

* 1st March to 31st October.

services so as to avoid the vacating of barracks during the non-camping season.

Regimental Benefit Societies.

Benefit societies and charitable funds.

1363. Regimental benefit societies, *i.e.*, any societies which are supported by officers and men, or by men alone, are illegal, but regimental charitable funds, *i.e.*, any funds supported by the subscriptions of officers alone, which are administered under the authority of the Secretary of State for War, are recognized by Act of Parliament and by the Regulations of the Service.

Treasury Chest.

Treasury chest.

1364. The treasury chest at stations abroad is maintained solely for imperial services, and its funds must not be applied, even provisionally, to any services which ought properly to be provided for out of colonial revenues. The special circumstances under which alone a departure from this rule is permissible and the steps then to be taken are detailed in the Regulations for Conducting the duties of Treasury Chests abroad.

Patents—Trial of Inventions.

Conditions as to taking out patents.

1365. An officer, N.C.O., or soldier of the regular forces, or a or a civilian or other person employed under the War Department is not permitted to take out patents, or to apply for provisional protection for inventions, except under the Regulations contained in Appendix XVIII.

Inventions.

1366. All inventors suggesting new patterns of military stores or alterations to them are in the first instance to be referred to the War Office. In no case will generals commanding authorise the trial of any invention without first obtaining sanction from the War Office.

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XI. — MOVEMENT OF TROOPS, HORSES, BAGGAGE AND STORES DURING PEACE.

1.—IN THE UNITED KINGDOM.

General Instructions.

1381. In the absence of special instructions from the War Office, individual officers, warrant officers, and civilian subordinates are not to proceed on journeys before authority has been obtained. Application for such authority will be made, on A.F.—A 25. In cases of extreme urgency, however, the journey may be undertaken, but application should be made for covering approval, stating clearly all the circumstances. Authority required.

1382. A G.O.C.-in-C. may delegate to officers to be named by him the power of ordering journeys for certain defined purposes. As a rule this power should only be delegated to officers at out stations where reference to command headquarters would involve a loss of time. Delegation of power to order journeys.

The names of the officers to whom the power to order journeys is delegated will be published in command orders, and these officers will furnish monthly to the G.O.C.-in-C., a return on A.F.—A 8 of the journeys ordered by them. These returns will be examined at district headquarters with special reference to the actual necessity of the journeys ordered.

1383. Movements of troops, individual soldiers, re-employed pensioners, and of horses, are executed under the authority of routes, and, as a rule, no soldier or horse is to be moved before the requisite route has been obtained. Routes are not required for the journeys of officers, nurses, warrant officers, schoolmistresses or soldiers' families travelling without troops. Routes generally necessary.

1384. In the United Kingdom, march route will usually be employed for mounted units, and detachments of mounted units, when the distance is not too great to be traversed in six marches ; otherwise rail conveyance will be employed. How performed.

1385. Movements of dismounted troops will, when the distance is too great for a single march, and it is not desirable to carry out the movement by a series of marches, be effected by the cheapest railway route. Sea conveyance between one part of Great Britain and another should, as a rule, be adopted only when obviously more convenient than rail or march. Dismounted troops.

1386. When a unit is to proceed from one command in the United Kingdom to another,* the C.O.—

- (i.) On being placed under orders, will transmit a duty state (A.F.—B 230) to the G.O.C.-in-C. of the command to which he is proceeding.
- (ii.) On receiving the order to move, will forward A.F.—F 748 to the officer i/c supplies, both of the command that he is leaving and the command to which he is proceeding, and will also immediately notify any subsequent change in the date of movement.

* See also para. 1403.

Command of
armed
parties.

1387. An armed party consisting of 20 men or more is not to proceed on any duty unaccompanied by an officer. A mounted detachment of 50 men or upwards, proceeding by march route, is to be attended by a farrier or qualified shoeing-smith.

Medical
officers,
when
necessary.

1388. As a rule it is only necessary for a medical officer to accompany a unit or detachment of 200 or upwards when proceeding by march route.

Detached
parties to be
provided
with money.

1389. C.Os. will ensure that soldiers, detached on any service are provided with money to pay charges for billets or subsistence (including food on rail or sea journeys) for themselves or for any soldier in arrest under their escort. N.C.Os. in charge, as well as soldiers travelling singly, will be held responsible for payment before leaving billets. If, through lack of money or any other cause, billets are not paid for, the fact should be reported immediately on return to the station, and the matter promptly settled.

Detention
in London.

1390. Individual soldiers, escorts, and parties likely to be detained in London (except those belonging to the Household Troops), will be directed to report themselves to the garrison serjeant-major at St. George's Barracks.

Officers,
&c., to be
attached
during
detention.

1391. Officers and warrant officers proceeding without troops for temporary duty to a military station where they are likely to be detained for more than seven days (exclusive of the days of arrival or departure) will, on arrival, be attached to troops and provided with quarters, or placed on the lodging list. N.C.Os. and men on arrival at a military station on temporary duty will be attached to the troops for quarters and rations.

Billeting
when no
barracks
available.

1392. Parties proceeding on temporary duty to places at which troops are not quartered and at which there is no barrack accommodation, will be accommodated in billets when not encamped. Officers, warrant officers, and N.C.Os. above class 19 when moving without troops need not be billeted.

Notice to
railway and
steamship
companies.

1393. When a party is proceeding on duty, or on furlough, the officer in command will send notice beforehand to the railway and steamship companies, if the party exceeds six.

If the number of men to move exceeds 50 by rail, or 20 by steamship (or combined rail and steamship), or whenever horses are being moved, the notice will be accompanied by a statement showing the number of officers, men, families, horses, guns, &c., to proceed.

Routes.

Use of
routes.

1394. A route is the authority for—

- (i.) The movement itself.
- (ii.) The recovery of miscellaneous charges, including travelling allowances.
- (iii.) The claim to secure military rates of conveyance.
- (iv.) The provision of billets by the police, when required.

Cross
references.

1395. If troops, moving on separate routes to or from two or more stations proceed for any part of the journey on the same train the face of each route will bear a reference in red ink to the others. This is only necessary when the numbers proceeding together in England, or between England and Ireland, are more than 125.

Filling in
routes.

1396. Every route should detail how the movement is to be effected, and, where railway or steamship conveyance is involved, the stages of the journey to be taken should be clearly indicated. When horses are moved by rail, the nature of conveyance, whether by horse-box or cattle-truck, should be stated on the route.

A.O. 237
1506

1397. Duplicates, or copies, of routes are not to be furnished when the originals are missing, but, on application being made to provide vouchers for accounts, a memorandum (not on the printed form of route) may be furnished, setting forth particulars of the orders inserted in the original route. Vouchers for lost routes.

1398. Routes are of five descriptions :—

Descriptions of routes.

- (i.) General (or headquarters) route.
- (ii.) District route.
- (iii.) Regimental route (not available for billeting).
- (iv.) Deserter's route.
- (v.) Recruiting service route.

1399. General (or headquarters) routes will be issued in the following cases, irrespective of numbers :— General routes.

- (i.) For units of the regular forces moving from one command to another in the United Kingdom.
- (ii.) For troops or individuals proceeding to ports of embarkation in Great Britain for service abroad.
- (iii.) For militia corps—
 - (a) Proceeding to and from places of training not within the command.
 - (b) When more than three corps move to or from the same place on the same day.
 - (c) When sea passage is involved.

1400. The G.O.C.-in-C. will delegate to officers, to be named by him, the power to issue district routes for all necessary movements within the command. They are also empowered to issue district routes (not connected with the change of quarters of units of the regular forces), between their own and other commands in the United Kingdom for— District routes.

- (i.) Parties of recruits from depôts to corps.
- (ii.) Parties proceeding to and from artillery or musketry practice.
- (iii.) Units of artillery proceeding to and from practice camps.
- (iv.) Militia units or detachments moving to and from the places of training or embodiment in other districts, except as specified in sub-section (iii.) of para. 1399.
- (v.) Such other movements as are necessary and contemplated by regulations.

1401. The G.O.C.-in-C. the forces in Ireland, will, in addition, arrange for the issue of district routes to the port of embarkation in Ireland for all troops or individual soldiers proceeding on service abroad from that country. District routes in Ireland.

1402. Returns will be forwarded monthly to the G.O.C.-in-C. of all district routes issued under delegated authority, and will be examined at command headquarters, with special reference to the actual necessity of the journeys ordered and to their correctness under regulations. Returns.

1403. All movements of squadrons, batteries, companies, or larger units, to be carried out on district routes, will be reported by the general commanding to the War Office on A.F.—B 185 as soon as the date for the movement is fixed; when the movement is out of the command, a similar notice will also be sent to the general commanding the command into which the troops are to move. Reporting movements.

All movements involving billeting, irrespective of numbers, are also to be reported to the War Office.

Marching states, on A.F.—B 2061, will be furnished by the C.Os. of units and detachments over 20 to the O.C. at both the old and new stations. When the unit or detachment moves from one command to another A.F.—B 2061 will also be sent to the general commanding if the numbers exceed 20.

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Regimental
routes.

1404. Regimental routes, not involving the use of billets, for the movement of parties not in excess of 10, may be issued by lieutenant-colonels commanding R.H.A., R.F.A., and R.G.A., majors of R.A. commanding batteries or companies stationed singly, Os.C. militia and volunteer artillery, O.C.R.E. (of commands and sub-districts), Os.C. units (other than militia, except when embodied, yeomanry, or volunteers), the O.C. A.S.C., R.A.M.C., A.V.C., and A.O.C. in commands, O.C. Army Pay Corps under (xii.), and heads of educational establishments. The issuer should be satisfied that the movement is covered by regulation. Movements of :—

- (i.) Soldiers between units and dépôts at home.
- (ii.) Soldiers posted to the permanent staff of the auxiliary forces.
- (iii.) Invalids to and from hospital or medical boards.
- (iv.) Soldier servants and officers' horses.
- (v.) Escorts for soldiers in arrest, to and from prison or detention barracks.
- (vi.) Military witnesses on court-martial duty.
- (vii.) Soldiers to and from authorised classes and schools of instruction.
- (viii.) N.C.Os. of the permanent staff of the auxiliary forces, as required in the performance of their duties.
- (ix.) Armourer-serjeants under the Equipment Regulations.
- (x.) The R.E. supernumerary staff in connection with engineer services, and of armament artificers in connection with armament duties.
- (xi.) N.C.Os. and men engaged on ordnance survey and telegraph duties to, or from, annual musketry practice and instruction, or on being reposted to dépôt companies or other units. The routes for these services will be issued by the Director-General, Ordnance Survey, and the O.C. K. telegraph company R.E. respectively.
- (xii.) Individuals or of horses ordered from head-quarters.
- (xiii.) Regimental routes may also, in special cases, be issued under instructions from superior authority up to the numbers for which a district route is issuable.

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In the case of (iii.) the routes of soldiers discharged from hospital, either as invalids from the service, or to rejoin their unit, will be issued by the O.C. the unit to which the soldier is attached; but routes for soldiers to be transferred from one hospital to another, or to attend a medical board will be issued by the O.C., R.A.M.C. in the district or station.

In cases (xii.) and (xiii.) the authority must be quoted on the route.

Deserter
routes.

1405. Deserter routes will, in the case of the regular forces, be issued by the C.O. of a unit in the circumstances mentioned in para. 533. In the case of militia absentees, deserter routes will be issued by the C.O. of a unit during the period of training; at other times by the O.C. district, the O.C. auxiliary artillery and the O.C.R.E. of a sub-district.

Recruiting
routes.

1406. Recruiting service routes (A.F.—O 1737), will be issued for recruiting purposes and for all transfers of classes (i.)

(a) and (b), para. 333, to officers placed under the officer i/c recruiting for recruiting purposes.

1407. Issuers of regimental routes will furnish monthly to the G.O.C.-in-C. a record of all routes issued. This return will be examined at command headquarters with special reference to the actual necessity of the journeys ordered, and to their correctness under regulation. Monthly return of regimental routes.

Travelling Warrants.

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1907

1408. Travelling warrants will be issued for all military passengers travelling on duty. Military passengers arriving in the United Kingdom from abroad without the necessary form of warrant will obtain one from the nearest military office.

1409. The following Army Books will be used for warrants :—

Army Book 205 ...	By officers, officers' families when entitled to travel at the public expense, Queen Alexandra's Imperial Military Nursing Service, and Army Nursing Service Reserve.	For travelling on military duty without troops in the United Kingdom and the Channel Islands.
Army Book 206 ...	By officers' travelling with troops, warrant officers, N.C.Os. and men.	For railway journeys in the United Kingdom and the Channel Islands, except between two Irish stations.
Army Book 73 ...	Ditto	For railway journeys between two Irish stations.
Army Book 74 ...	Ditto	For cross-channel journeys in the United Kingdom and the Channel Islands.

Officers issuing warrants will observe the instructions laid down on the cover of these Army Books.

1410. Warrant books, together with A.F. B 295A, B 295B, and O 1798 should be kept under lock and key, and the officers entrusted with them will be responsible for any improper use of the forms ; on being relieved they will hand over the books to their successors, obtaining a receipt.

1411. In the following instances warrants may be used although routes have not been issued :—

- (i.) For officers and others using A.B. 205.
- (ii.) For men on discharge or transfer to the army reserve.
- (iii.) In cases of urgency, when application for a covering route will be at once made, with a full explanation of the necessity for issuing a warrant before the receipt of the route.
- (iv.) For women and children not on the married establishment when moved consequent upon the movement of troops.

Such warrants will be charged at military rates and need not be endorsed "on repayment," but will bear the following endorsement in red ink :—

"Families not on the married establishment."

Use of warrants when no route has been issued

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(v.) On repayment :—

To men returning from furlough, if required in exceptional cases. "Returning from furlough in uniform" will be written on the face of the warrant in red ink, the man's name and company, &c., will be stated and reference to the reduced fares will be struck out of the warrant.

In cases (iv.) and (v.) the officer issuing the warrant will inform the accountant in whose pay the man is in order that steps may be taken to recover the cost from the man's pay.

1412. When warrants are issued on the authority of routes, the officer under whose authority the route is issued, is responsible as to the route taken.

1413. Before issuing warrants on behalf of another unit, the issuer will apply to the O.C. unit for authority. When the service is too urgent for such reference, the issue of the warrant will be noted on the route, furlough, training notice, or other document of identity produced by the applicant. The number and particulars of the warrant issued will also be immediately reported to the C.O. of the unit, who will acknowledge the receipt of the communication and inform the regimental accountant.

1414. Warrants will be prepared and issued as follows :—

- (i.) For journeys of soldiers proceeding from the discharge depôt, or Royal Victoria Hospital, Netley, by the accountant.
- (ii.) In other cases, by the officer whose duty it is to carry out the order for the journey.

When cross references are required on routes, as specified in para. 1395, similar cross references should be made on the warrants issued in connection therewith.

In the case of a concentration of troops in Great Britain arrangements will be made with the railway companies that all troops travel by the same route on the forward and return journeys, in order that reduced rates may be claimed. See para. 381(b), Allowance Regulations. The company with which each service originates and terminates must be advised prior to the concentration being carried out on A.F.—O 1738A and O 1738B, and all warrants will be marked "special concentration rates."

1415. Warrants will not be issued to men discharged—

- (i.) By purchase.
- (ii.) On release from confinement in a civil prison at home.
- (iii.) At request of parents or guardians, in consequence of having made a false statement as to age on enlistment.

Marches.

1416. When mounted corps proceed by march route, the whole of the dismounted party should be sent by rail in one body direct to the final destination, with the exception of the officers' servants, who, if they cannot be mounted on the march, may proceed by rail from one halting place to another. Billeting parties sent in advance of the main marching body should be mounted, and proceed by march route. In order to afford notice to inn-keepers and others concerned of the probable requirements of billets C.Os. should (except for small parties), on receipt of route, at once inform the billet-master of each town at which the troops are to halt, of the date and strength of the party likely to be billeted therein, stating at the same time that such preliminary notice

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Responsi-
bility of
issuer of
route.
Issue of
warrants for
other units.

By whom
issued.

Concentra-
tion rates.

When not
issuable.

Billeting
arrange-
ments.

involves no liability for compensation if the billets are afterwards not required.

When troops are billeted, the officer who draws the billets is to arrange that the men of each section or company, &c., are kept together, and that their officers are quartered as near to them as possible. A point of assembly for each unit will be selected and made known to the troops daily before they break off. The billeting parties, which proceed in advance of the unit on the march, should not be billeted with the main body on the last night of the march, but should, after drawing billets for the unit for that night, go on to their destination.

1417. When ordered to proceed by march route, the C.O. will carry out the instructions as to recruiting on the line of march laid down in the Recruiting Regulations. Recruiting.

1418. When a medical officer is temporarily attached to a mounted unit for duty on the line of march, the C.O. is to provide him with a horse. A billet is to be drawn for him and for the veterinary officer as in the case of regimental officers. Medical and veterinary officers.

1419. The exemption of troops, under Section 143 of the Army Act, from the payment of tolls applies only to tolls established by Act of Parliament, and does not exempt troops from fees charged by private owners for permission to pass over their bridges or lands. Tolls authorized by Parliament can be ascertained by referring to the notice at the gate. Statutory exemption from tolls.

Railways—General Instructions.

1420. Officers in command of troops moving by railway are responsible that the regulations of the railway companies are complied with by the troops. They are not to interfere with the prescribed running of the trains or the general working of the railway service. Railway regulations to be complied with.

1422. Requisitions for return tickets at single fare for soldiers on furlough are made on A.F.—B 295A, and for members of Queen Alexandra's Imperial Military Nursing Service, army schoolmistresses, and soldiers' wives, and children (under 15 years of age) on A.F.—B 295B.

Failure to comply with the conditions printed on the form may cause the concession to be withdrawn.

1423. Special trains, at ordinary military rates, should be applied for when 40, or more, horses are to be moved. Special trains.

Railway companies are usually willing to provide, without extra charge, special trains for parties of 150 men and upwards, and even for less numbers, on long distances, if ordinary trains are not suitable.

1424. When mounted units, or detachments of mounted units, are moved in special trains, troop horses will be conveyed in cattle-trucks. In severe weather, sheets for covering cattle-trucks may be obtained from railway companies by the O.C. the station from which the horses are being moved. Horses.

When small numbers of horses, not sufficient for special trains, are to be moved a distance too great for a single march, a G.O.C.-in-C. may arrange for their being sent in horse-boxes by passenger train, if the length of the journey, the absence of through connections, &c., render it undesirable to move them in cattle-trucks by goods train.

Officers' horses, in all cases, and troop horses when not exceeding three in number, should be sent in horse-boxes.

1425. When trained horses are moved, the following conducting parties are to be detailed :—

- (i) When any portion of the move is by sea—1 N.C.O. in charge, with a corporal, or private, for every 8 horses.
- (ii) When by rail only, if more than 2 truck loads are moved—1 N.C.O. in charge, with a corporal, or private, for every 2 truck loads.

In other cases, no conducting party should be sent, but arrangements should be made with the railway company to water and feed the horses *en route*.

Movement of sick horses.

1426. If it is necessary to move sick or lame horses by rail, when the corps to which they belong is proceeding by road, the application for a route is to be accompanied by a certificate from the veterinary officer specifying the reason of such horses being unfit to proceed by road. When a regimental route is issued for the journeys of such horses, the veterinary certificate will be attached to the return, in accordance with para. 1407.

Preliminary arrangements.

1427. When the number of troops to proceed is considerable, an advance party may be sent to the railway station on the day of entrainment to allot the carriages and trucks and make detailed arrangements.

The approach of troops to the station should be reported to the superintending staff officer, or, in his absence, to the railway authorities, in order that the route to be used within the station, and the halting place previous to entrainment, may be pointed out. The officer in command will, on arrival at the station, arrange the troops for entrainment, and tell off parties for entraining horses, guns, &c.

Inspection of trucks, &c.

1428. The floors of trucks for horses should be at least 1½ inches thick and should be carefully inspected for soundness.

Fastenings of trucks are to be examined by a railway official after the trucks have been loaded.

Entrainment of families.

1429. In units on home service, the women and children (with any light baggage accompanying them) will be entrained before the arrival of the troops. The C.O. will, if necessary, indent on the A.S.C. for transport to the station, stating the weight of baggage.

Entrainment of baggage.

1430. Baggage will, as a rule, be entrained prior to the arrival of the troops.

Entrainment of horses, guns and vehicles.
Time for entraining.

1431. The entrainment of horses, guns, and vehicles will, if possible, be conducted simultaneously, and should be completed before that of the men has commenced.

1432. The maximum time required in ordinary circumstances for entraining a half battalion of infantry with its proportion of regimental transport, may be taken at 40 minutes, and for a squadron of cavalry or a half battery of artillery 45 to 60 minutes. These times are those of units at war strength and moving complete.

Entrainment of Men.

Allotment of carriages.

1433. Compartments intended for ten ordinary passengers are, as a rule, allotted to eight soldiers, with their arms, accoutrements, and kits.

Men to be told off.

1434. Previous to entrainment, men, with their valises, kitbags, &c., will be told off into sections corresponding with the capacity of the compartments provided, which should be numbered and lettered to facilitate the entrainment of squadrons, companies or sections.

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1435. The entrainment will take place by word of command. **Entraining.** It should be complete five minutes before the time of departure.

1436. The first men to enter compartments will pass to the **Storage of** far side. Each man will stow away his cloak, kit-bag, &c. **kits, &c.** Arms will either be retained by the men, or placed in the racks.

1437. No man is to leave a carriage without permission, except **Leaving** when ordered by his officers, or requested by the railway officials **carriages.** to do so.

Entrainment of Horses.

1438. Horse boxes carry three horses in each box. Cattle **Capacity of** trucks hold from six to nine horses. The more tightly horses are **trucks.** packed the more safely will they travel.

1439. Horses should usually be entrained with saddlery and **Entrain-** harness on, except when the journey will exceed six hours, in **ment.** which case harness and saddlery will be removed after arrival at the station and loaded into covered goods trucks.

1440. As horses are often frightened by passing trains, the **Direction** entrainment should, if possible, be so arranged that the horses' **of horses'** heads face away from the other lines of rail. **heads.**

1441. Horses' heads will, as a rule, be left free. **Securing** **horses.**

Entrainment of Guns and Vehicles.

1442. A carriage truck will usually take two pairs of wheels. **Load for** Trucks which will take more may be loaded up to the weight the **trucks.** truck is calculated to bear.

1443. The heaviest weights are to be placed nearest to the ends **Method** of the trucks. Vehicles with limbers are to be unlimbered and **of loading** placed with the trail, perch, pole or shafts resting on the floor, and **trucks.** pointing inwards. Wheels should be well secured with ropes or scotches.

1444. Guns and wagons, when equipped for the march, are **Loading of** loaded in that state and, when accompanying troops, the unoccupied **guns and** space of the floors under and around them must only be used for **ammunition** their gear, for emergency ramps for detrainment (when carried), **wagons.** and for the kits of men in charge of the truck.

1445. Wagons, or their parts, must be packed compactly, on **Loading of** the trucks, but not so as to prevent the wagons being quickly **wagons.** unloaded from either side of the truck.

1446. In entraining vehicles, end-loading from a dock should be **Entraining** used where facilities exist, as the ends of the trucks let down **vehicles.** and the vehicles can be run on in a few minutes.

When there are no facilities for "end loading," these trucks should be avoided.

Trucks having sides that let down come next in point of convenience.

1447. The load on a pontoon wagon will usually project beyond **Pontoon** one end of the railway truck. An intermediate truck will therefore **wagons.** be placed between each pair of pontoon wagons, which should be loaded so that the loads project over the intermediate truck.

The Journey.

1448. When the train is ready to proceed "*Fall in*" will be **Departure.** sounded. Silence must be maintained until the train moves off.

1449. Departure of trains should be telegraphed by the officer **Report of** superintending the entrainment to the place where the troops are **departure.** to halt for refreshment, and also to the place of final destination.

Halts.

1450. On arrival at the place appointed for the train to halt, the officers will get out and go to the carriages of which they are in charge. Sentries will be posted if necessary. The "*Dismiss*" will then be sounded, and men may get out of the train, leaving their arms in the carriages.

Refreshments en route.

1451. When it is necessary that the troops should be fed or horses watered *en route* previous preparations should be made regimentally, an officer, with one or more N.C.Os, being if necessary sent forward to make arrangements.

Watering and feeding horses en route.

1452. When it is intended to water and feed horses during a halt, "*Water*," followed by "*Feed*," will be sounded, and the men proceed to water their horses from buckets. After being watered the horses will be fed from nosebags. No hay or straw is to be left among the horses, and any forage conveyed should be in closed or tarpaulin-covered wagons.

Re-entering carriages.

1453. When it is time to proceed the "*Fall in*" will sound. Men will return to their carriages, and the officers will see that they are all present, and report to the C.O. Any sentries that have been posted will then be withdrawn. Lastly the officers will get in, and the C.O. will then give directions that the train may proceed.

Railway accidents.

1454. In case of accident to the train the officers will proceed at once to the carriages of which they are in charge, and the men will retain their seats until ordered to descend. Directions given by railway officials must be promptly executed.

Detrainment.**Detrainment.**

1455. In detrainments the O.C. the troops must ensure the speedy evacuation of the railway station.

Working parties and detrainment of men.

1456. Working parties for the laying of temporary ramps will be ordered to alight, and commence work. The officers will proceed to the carriages of which they are in charge, and point out where the men are to form up. The men will then get out, taking their arms, kits, &c., which will be deposited in some convenient place, and will then fall in opposite the trucks containing their horses.

Detrainment of horses.

1457. As they are detrained, riding horses will be led to the place of assembly, and draught horses to their own wagons.

Detrainment of guns and vehicles.

1458. The detrainment of guns and vehicles will be carried out by parties told off for the purpose. If it cannot be done simultaneously with that of the horses the latter will, as a rule, be first detrained. Each carriage should be drawn off to the place of assembly as soon as horsed, so as to clear the ground.

Cross-Channel Routes.**Cross-channel routes between Great Britain, Ireland, and the Channel Islands.**

1459. The following are the cross-channel routes by which troops will be ordered to travel between Great Britain, Ireland, and the Channel Islands, unless the officer issuing the route considers that passages by other lines of steamships will be more convenient for the troops and result in a saving of time. In such cases the officer issuing the route will use his discretion, having regard to the time of the year and the state of the weather :—

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	Route.	Company.
	Barrow and Belfast and Isle of Man	Midland Railway.
	Fishguard and Cork ...	City of Cork Steam Packet.
	Fishguard and Waterford ...	Great Western Railway.
	Fishguard and Rosslare* }	
A.O. 36 1907	Fleetwood and Belfast ...	Lancashire and Yorkshire and London and North-Western Railway.
	Fleetwood and Londonderry ...	Lancashire and Yorkshire and London and North-Western Railway.
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	Glasgow and Greenock and Dublin	Dublin and Glasgow Steam Packet, and Laird Line, Limited.
	Holyhead and North Wall, Dublin	London and North-Western Railway.
	Holyhead and Greenore... ..	London and North-Western Railway.
	Holyhead and Kingstown (only to be used by officers travelling without troops)	City of Dublin Steam Packet.
	Heysham and Belfast ...	Midland Railway.
	Heysham and Londonderry }	Laird Line, Limited.
	Heysham and Dublin ... }	
A.O. 67 1906	Heysham and Douglas ...	Midland Railway.
	Jersey and Guernsey and Southampton	London and South - Western Railway.
	Jersey and Guernsey and Weymouth	Great Western Railway.
	Jersey and Guernsey and Plymouth	Anglo-French Steamship.
	Liverpool and Belfast	Belfast Steamship and Isle of Man Steam Packet.
	Liverpool and Londonderry ...	Belfast Steamship.
	Liverpool and Douglas ...	Isle of Man Steam Packet.
	Liverpool and Dundalk ...	Dundalk and Newry Steam Packet.
	Liverpool and Newry ... }	
	Liverpool and Drogheda ...	Lancashire and Yorkshire Railway.
	Liverpool and Dublin ... }	City of Dublin Steam Packet.
	Liverpool and Cork ...	Messrs. R. Tedcastle & Co.
A.O. 194 1905	Silloth and Dublin and Isle of Man	City of Cork Steam Packet.
	Stranraer and Larne	Dublin, Silloth, and Isle of Man Steamers.
		Larne and Stranraer Steamship Joint Committee.

* Only to be used when necessary. See para. 355 Allowance Regulations.

Blankets or
rugs for
cross-
channel
route.

1460. When troops proceed by a cross-channel route in connection with home movements a part-worn blanket or rug may be issued to each soldier, and to each member of the family of a soldier on the married roll. The articles will be drawn from the barrack stores at the station from which the troops proceed, and on arrival at the destination will be handed over to the officer i/c barracks there. If more convenient, the articles may be drawn at the port of embarkation and returned into store at the port of disembarkation. The officer or N.C.O. i/c the party will be responsible for the safe return of the blankets or rugs.

Conveyance of Baggage.

Mess
property.

1461. In moves from one station to another, a sufficient quantity of mess property is to be retained with the unit, to render the mess available on the days of departure and arrival.

Move of
baggage at
home.

1462. O.C. units at home will indent on the A.S.C. officer i/c transport for conveyance of regimental baggage, including excess baggage.

1463. Regimental baggage of troops moving by rail will be sent by rail at the statutory rate. In other cases the route by which baggage is to be moved and the terms of conveyance are arranged by the A.S.C. The O.C. the unit having been informed thereof will make all other arrangements for the move of the baggage.

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Record to
be kept of
amount
admissible.

1464. In order that a complete record of expenditure under "Routes" may be filed, the O.C. the unit will, before forwarding his route, insert as a note upon the third page the total amount admissible as a charge against the public, as passed by the A.S.C. officer.

Fatigue
parties.

1465. When baggage arrives at, or is despatched from, a station, fatigue parties from the unit, or, on the application of the C.O., from the garrison, will be provided to assist the railway officials in loading or unloading the trucks. Drivers are to have nothing to do with loading and unloading wagons; the labour required is to be furnished by the troops. The method of packing and the size and weight of the articles to be carried on each wagon and pack-animal will be decided by the officer i/c transport, and the loading will be performed under his technical supervision.

Individual
officers.

1466. Individual officers and warrant officers moving at home without troops will arrange for conveyance of their own baggage. When they take journeys entitling them to the conveyance of baggage at the public expense, A.F.—P 1904 will be supplied to them by their C.O. to enable them to obtain the reduced rates specified in the Allowance Regulations. The form can be used, if necessary, as a notification to the railway company to remove the baggage. The total charges on the baggage consignment note will be paid by officers and warrant officers on delivery, the portion of the charges for the regulated weight being recovered on A.F.—O 1771, and the receipted right-hand portion of A.F.—P 1904 being attached in support of the charge.

Baggage at
stations
abroad.

1467. At stations abroad, application should be made to the A.S.C. for the conveyance of all baggage unless otherwise directed by local regulations.

Reference to
Allowance
Regulations.

1468. Rules as to the amount of baggage and regimental stores conveyed at the public expense, and instructions on the subject of baggage generally, are contained in the Allowance Regulations.

Conveyance of War Department Stores.

1469. The A.S.C. will arrange for the conveyance of all War Department stores, except baggage moving with individuals, and such small services by road, rail, or parcel post as are necessarily transacted direct by units. Instructions regarding the conveyance of stores to and from the Royal Army Clothing Factory, Pimlico, will be found in the Clothing Regulations.

Arranged generally by A.S.C.

1470. Full use should be made of all government transport in possession of corps for transport purposes. A.S.C. officers should utilise any existing government transport (whether in possession of A.S.C. or other corps). Hired transport should never be employed when the service can be carried out by existing establishments.

Full use of Government transport.

1471. Indents, returns, and routine correspondence relating to transport will be sent direct to officers i/c transport, who, when unable to deal with demands which are not covered by regulation, will refer to the G.O.C for instructions. At stations where there is no officer i/c transport, minor and urgent services may be carried out by the commanding or other responsible officer, but all the documents will be forwarded to the officer i/c transport of the sub-district.

Procedure.

1472. Application for the transport of stores will be forwarded to the A.S.C. officer i/c transport of the consignor's sub-district (except as provided in para. 1483) prepared on the following forms:—

Forms of application for conveyance of stores.

- (i.) A.F.—F 756 for local services to be performed whether by government transport or contract.
- (ii.) A.F.—G 980 for ordinary stores, inflammable liquids, dangerous, corrosive and poisonous chemicals to be sent away from consignor's station.
- (iii.) A.F.—G 996 for explosive stores.

Each carrier's note will be accompanied by a carbon copy on a plain sheet.

1473. When there are no means of weighing the stores in barracks, &c., the approximate weight should be given in pencil, and, on receipt of instructions to despatch, a representative should be sent to the railway or shipping company's station to witness the weighing, and insert particulars on carrier's note prior to despatch—the weight being reported to the transport officer. "Returned empties" should be so described.

Entering weight of stores.

1474. Long or very bulky articles should be specially brought to the notice of the transport officer when demanding transport.

Long or bulky stores.

1475. Five clear days' notice should, when possible, be given regarding explosives, as 48 hours' notice has to be given to the railway company by the transport officer, and the goods must not be delivered at the station until the company has signified its readiness to receive them.

Explosives long notice.

1476. The cheapest mode of conveyance will be used, sea transport being resorted to when more economical than rail, as far as circumstances admit.

Cheapest conveyance to be used.

1477. Conveyance by passenger train is only to be resorted to in exceptional cases, or when that mode of conveyance is cheaper than goods train or parcels post, for small parcels and small consignments of safety cartridges for which there is no minimum by passenger train.

Passenger trains.

1478. The transport officer having determined the mode of conveyance will complete or alter the carrier's note as may be necessary, and forward it to the carrier for collection, or to the representative of a corps sent to collect it, or return it to the

Arrangements made for conveyance.

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consignor with instructions how to act. Collection and delivery should be done by government transport when a saving can be effected thereby, but consignments under one cwt. and those sent by passenger train should, as a rule, be delivered by the railway company; unless a high charge for cartage exists beyond the usual limits.

Receipts to be obtained.

1479. Consignors will always obtain receipts for stores handed over to carriers direct; and A.S.C. or other government transport must obtain receipts for stores handed over to railway or shipping companies for conveyance.

Advice notes immediate posting.

1480. In all cases advice notes should be posted by transport officers or by consignors where there is no transport officer, immediately stores are despatched, to the transport officer at the consignee's station when there is a transport officer there, and to the consignee direct if there is no transport representative there.

Stores lost or damaged in transit.

1481. If any of the goods are lost or damaged, the value or cost of repairs should be recovered locally at consignee's end, except in the case of clothing and necessaries, when the cost will be recovered by the Royal Army Clothing Factory. When packages, &c., are received which cannot be opened at the time of delivery, the carrier's sheet or book should be signed "Received, contents not examined."

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The packages, &c., should be opened at the earliest possible opportunity after receipt, and any deficiencies or breakages, not due to faulty packing, then discovered, should be immediately reported to the railway company or carrier, with a statement of their value, and a claim for the amount due to the public.

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Duplicate carrier's notes.

1482. When carrier's notes have been lost, copies (marked duplicate in red ink) will be supplied by the consignor, on receipt of a certificate that the original has been lost and that no other charge has been, or will be, made on account of the service. Before issue reference should be made to the transport officer who pays the bill.

Woolwich, Weedon, special arrangements.

1483. At Woolwich, the assistant director of military transport, Royal Arsenal, will arrange for the conveyance of all stores to and from—

- (i.) Royal Arsenal, Woolwich.
- (ii.) Royal Dockyard, Woolwich.
- (iii.) Royal Military Repository, Woolwich (for stores sent to and from officer in charge—army medical stores only).
- (iv.) Woolwich Common—army veterinary stores.
- (v.) Purfleet (ordnance stores and supplies only).

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and carriage will be payable through him.

Applications must in all cases be made to him before stores are despatched from commands for the places above mentioned. He will act directly under the orders of the Quartermaster-General.

He will correspond with G.Os.C., and others, upon matters connected with his special duties; but he will not issue orders of any kind to them, except in the transmission of orders concerning the personnel of the War Department fleet, and moves of vessels belonging to the Woolwich establishment.

All arrangements for the conveyance of stores to and from the ordnance depôt, Weedon, and Small Arms Factory, Enfield Lock, will be made through "Transport Officer, Weedon," instead of through the A.S.C transport officer of the consignor's sub-district.

1484. Before returning stores “not urgent” direct to the places mentioned in para. 1483, an application, accompanied by the forms specified in para. 1472 showing the correct description and weight of the stores, will be made to the transport officers mentioned, for instructions as to means of conveyance. “Not urgent” stores.

1485. Consignments of “urgent” stores of 1 cwt. and under, specially ordered by the War Office to be returned direct to the places mentioned in para. 1483, should be sent by the most expeditious mode of transport (not by passenger train unless that mode is cheapest) without previous reference to the transport officers at those places. At stations, however, where government transport is available, application should be made to the local officer i/c transport for the conveyance of the stores to the railway or wharf. Instructions as to the mode of transport of consignments of “urgent” stores of over 1 cwt. should be obtained by telegraph from “Transport, Royal Arsenal,” or “Transport, Weedon.” “Urgent” stores.

1486. Vehicles, &c., should be dismounted as far as possible to reduce their cubic measurement before being shipped or sent by rail to ports for shipment. Vehicles, &c.

1487. When exceptionally heavy consignments of stores or clothing are required at out stations, the actual destination should be distinctly stated in demands and hasteners, so that they may be sent direct if it is more economical to do so. Stores for out-stations.

1488. In putting forward demands for stationery, &c., for all large stations, C.O.s. and heads of services and departments should state upon their demands that their packages are to be addressed to the ordnance officer at their station in transit, as instanced below :— Address for packages of stationery, &c.

Ordnance Officer,
[Aldershot], in transit
(for O.C. — B^a — Reg^t).

This procedure is to be adopted provided there is no local objection thereto, which can be ascertained from the G.O.C.-in-C.

2.—TO OR FROM STATIONS ABROAD.

General Instructions.

1489. Arrangements for the movement, embarkation, and disembarkation of troops are under the Quartermaster-General. Q.M.G. arranges.

Embarkations and disembarkations will take place under the superintendence of the G.O.C. at the port, who will detail an officer, the “staff officer in charge,” to represent him. All troops, animals, guns, regimental stores and baggage will be shipped and landed by the navy, whether the shipping or landing takes place alongside wharves or piers (either government or mercantile) or by tugs or boats. Staff officer in charge.

1490. The following table shows :—

- | | |
|---|--------------------------|
| (i.) The approximate period of service* abroad (except India) for all officers and soldiers, other than those serving on the staff, or forming part of and moving with units. | Tours of service abroad. |
| (ii.) The time of year at which it is desirable that troops from the United Kingdom should reach each station. | |

Station.	No. of Years.	Time of Year.
Bermuda, Ceylon, China, Straits Settlements	3	September to March.
Mauritius	3	Any season.
Mediterranean (including Egypt)	5	September to March.
South Africa	5	Any season.
West Coast of Africa (Imperial forces)	1	December to February.
West Indies	3	Do. do.
India	—	September to March.

Inspection and Fitting of Hired Ships.

Definitions.

1491. A transport is a ship exclusively at the service of the government on time charter. A troop freight-ship is a ship in which conveyance is engaged for troops, but which is not wholly at the disposal of the government.

Inspection board.

1492. When a ship is engaged for the conveyance of troops, an inspection of the fittings and arrangements for the accommodation and victualling of the troops will be made prior to the embarkation, by a board consisting of one or more naval officers, and the military embarking staff officer. A medical officer at the station will accompany the board, to give his opinion on sanitary points in transports; he will also make a careful inspection of the ship's crew and will inform the inspecting board of the result. The medical officer who is to proceed in charge should, if practicable, be present also. When troop horses are to be embarked, a veterinary officer will accompany the board.

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Place of inspection.

1493. This inspection will be held, as a rule, where the first embarkation takes place. At any subsequent port the ship will not be further inspected; it will, however, be visited on behalf of the military O.C. at the port, to ascertain whether any cause of complaint exists.

Final inspection.

1494. A final inspection will be held as soon as the embarkation is complete to ascertain whether the arrangements for berthing troops, stowing baggage, &c., have been carried out. This inspection will take place at the last port of embarkation, when there is more than one. Ships passing between stations abroad will undergo this inspection on each occasion of a change of troops.

Board.

1495. The board of final inspection will consist, when practicable, of one or more naval officers (to be detailed by the naval superintendent or senior naval officer at the port), and the military embarking staff officer. The O.C. troops embarked will accompany them. A military medical officer, not proceeding with the troops, will attend, and a veterinary officer when troop horses are carried.

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Reports of board.

1496. Reports of the above boards will be rendered as laid down in para. 1504.

Procedure during inspection.

1497. Troops, except those on duty, and women and children, will be seated at their mess tables before the inspection commences, and remain so seated until its completion. O.C. companies, &c., and drafts will be present, and will read to their men the orders for fire and boat stations (copies of which will be hung up on each troop deck), and report that they have done so to the board on its arrival at the messes.

Stores on board.

1498. The general commanding will be responsible, when a hired vessel is to sail from a port in his command, and the first embarkation of troops will take place at that port, that the stores,

as laid down in the Regulations for Army Medical Services and in the Equipment Regulations, are placed on board before the troops embark.

1499. A list of the :—

Arms.	Books and periodicals for use
Accoutrements.	of the troops.
Ammunition.	Army and Admiralty
Clothing.	Regulations for the
Recreative articles.	guidance of C.Os.

issuable by the A.O.D. to transports or freight-ships conveying men or animals either on Imperial or Indian service is contained in the Equipment Regulations, Part I.

The responsibility of the C.O. for such stores, and the method of accounting and disposing of the same is also detailed in those regulations.

1499A. The arms are intended for the use of sentries and for such other use as the C.O. may direct in case of necessity. When an acting-quartermaster-serjeant is appointed he will be responsible, under the C.O., for their care, custody, and prompt issue when ordered. The acting quartermaster-serjeant will be assisted by such troop-deck serjeants and men from the troops as the C.O. may detail.

Preliminary Arrangements.

1500. To draw the attention of officers, soldiers and their families to orders with which they should be acquainted before embarkation, suitable extracts from these regulations will be published in regimental orders. Publication of regulations.

1501. A brigade commander will inspect the troops, to ascertain their efficiency and state of their equipment. As near the date of embarkation as practicable, the troops will be inspected by the senior medical officer of the station, and only officers and men fit to serve in the climate for which they are destined will be selected for embarkation. At these inspections, the medical history sheet of each soldier will be available. In the case of drafts, a certificate of the fitness of each man will accompany the other documents. Preliminary inspection.

1502. Every soldier, woman, and child will be examined by a medical officer on the day of departure from their station, or on the previous day; and every individual who shows symptoms of contagious or infectious disease will be detained. A patient who, in the opinion of the medical officer, is likely to recover during the voyage, will not be precluded from embarking, except for active service. A nominal return of patients so embarked will be drawn up, signed by the medical officer, and handed to the medical officer i/c troops on board. The family of a soldier will be under medical observation for some weeks before embarkation. Each woman, and each child above three months old, will be vaccinated before proceeding to embark, unless bearing marks of previous vaccination. Medical inspection.

1503. In the following cases an application, on A.F. A 19, for passage will be submitted six weeks before passage is required, direct to the War Office by or through the officer i/c records concerned :— Soldiers' passages.

(i) A warrant officer, N.C.O., or man, and his family, returning off furlough, who is entitled to passage at the public expense;

- (ii.) An unaccompanied family of warrant officer, N.C.O., or man at home requiring passage to rejoin the unit abroad ;
- (iii.) A warrant officer, N.C.O., or man rejoining unit abroad, on completion of instructional courses ;
- (iv.) A warrant officer, N.C.O., or man rejoining unit abroad, after conducting invalid family home. See para. 870 (v.) ;
- (v.) An indulgence passenger (including intended wife), 2nd or 3rd class ;
- (vi.) A warrant officer, N.C.O., or man whose promotion and posting is dealt with by the record offices, and not included with drafts ;

In the case of a N.C.O., or man of a native colonial corps at a school of instruction, the application will be forwarded direct by the commandant concerned.

Instructions as to embarkations will be issued to the above-mentioned officers, and all correspondence on the subject should be addressed to them.

An application for passage for a soldier will state if he is on the married roll, and, if so, whether his family will accompany him. The ages and sexes of the children will be stated. A note will be made opposite the name of any N.C.O. whose transfer to the permanent staff of the auxiliary forces is under consideration.

1504. Returns in connection with embarkations will be prepared and rendered by :—

- (i.) The O.C. a complete unit or unit from which details or families proceed.

(a) **At Home—Prior to Embarkation.**

T.—For troops proceeding by Transport. F.—Freight-ship. P.—Packet.

Form.		Description.	Rendered	
			to whom	when
A.F.—B 144.	T.F.P.	Return of numbers to embark (Duplicate). Amended returns to be rendered as alterations occur. (Para. 1505.)	1 copy direct to War Office. 1 copy to G.O.C.-in-C. of command.	Immediately troops, or details, are placed under orders.
War Office Form supplied with headquarters route.	T.	Details of families to embark. (For families travelling on headquarters route only.)	Staff officer in charge.	Immediately definite instructions for embarkation are received.
Do.	T.	Detail of baggage to be shipped. For complete units and for details travelling on headquarters route. (Paras. 1526-1527.)	Staff officer in charge.	To arrive day before baggage.
A.F.—A 19.	T.F.P.	Applications for passages for individuals and details. (Paras. 410 and 1503.)	War Office	Six weeks before passages required.

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(b) Abroad—Prior to Embarkation.

<div>120</div> <div>Gen. No.</div> <div>6583</div>	A.F.—B 144.	T.F.P.	Returns of numbers to embark.	1 copy to G.O.C.-in-C. of command. 1 copy to War Office when specially directed.	Immediately troops or details are placed under orders.
	MSS.	T.F.P.	Nominal list of men about to be sent home for discharge. (Para. 381.)	Officer i/c records	A fortnight before embarkation.
	A.F.—B 172. for colonies. Special form for India.	T.F.P.	Do., do., as invalids. (Para. 381.)	P.M.O. concerned.	
	MSS.	T.F.P.	Do., do. of men for posting to home or affiliated unit.	Officer i/c records. In the case of cavalry or infantry, duplicate to O.C. home or affiliated unit.	
	MSS.	T.F.P.	Do., do., of men for discharge at discharge depôt. (Para. 381.)	Commandant discharge depôt.	
	MSS.	T.F.P.	Do., do., for discharge at port of disembarkation. (Para. 381.)	Staff officer at port of disembarkation	
	MSS.	T.F.	List of men on married establishment proceeding to another station abroad, and whose families are sent home. (Para. 1549.)	War Office.	Day of embarkation.
<div>A.O. 220</div> <div>1907</div>	MSS.	T.F.P.	Report and copy of medical board on invalid families sent home. (Para. 1550.)	Officer i/c records through G.O.C. concerned.	Prior to embarkation.

(c) At Home and Abroad—To be handed to the Staff Officer in charge on the day of embarkation.

Form.		Description.	Remarks.
A.F.—B 141.	T.F.	Embarkation return of a complete unit. In quadruplicate. (Para. 1523.)	2 copies for War Office. 1 copy for G.O.C.-in-C. 1 copy for O.C. on board.
A.F.—B 143.	T.F.P.	Return of numbers to embark. Individuals, drafts, and unaccompanied families. (In duplicate.)	1 copy to be handed to O.C. on board.
A.F.—B 167.	T.F.P.	Nominal roll of drafts and individuals proceeding to India. (In duplicate.)	Staff officer will note thereon any casualties prior to sailing, and forward both copies to the officer i/c records concerned.
A.F.—B 155.	T.F.	Certificate that families are fit to embark. (Paras. 1546–1547.)	

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(ii.) The inspecting board to staff officer in charge, for transmission.

At Home and Abroad.

Admiralty Form.				
T. 104.	T.F.	First inspection of hired ship. In duplicate. (Paras. 1492-1493.)	As directed on form.	A few days before embarkation. Immediately embarkation is complete.
T. 105.	T.F.	Final inspection of hired ship. In duplicate. (Paras. 1494-1496.)		

(iii.) The staff officer at port of embarkation.

(a) Abroad—Prior to embarkation.

A.F.—B 142.	T.F.P.	Detail of detachments of various units to embark from abroad. (In duplicate.) (Para. 1512.)	1 copy to War Office. 1 copy to staff officer in charge at port of disembarkation	To arrive in advance of troops.
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(b) At Home and Abroad—When the embarkation has been completed.

A.F.—B 126.	T.F.P.	Embarkation return of details. In quadruplicate. (Para. 1523.) Compiled by staff officer from A.F.—B 143.	2 copies for War Office. 1 copy for G.O.C.-in-C. 1 copy for O.C. on board.	
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(iv.) The O.C. on board.

Admiralty Forms.		Embarkation Returns.	
T. 108.	T.F.	For colonies.—In duplicate.	To master of the ship.
T. 260.	T.F.	For India and ports <i>en route</i> in vessels on Indian troop service.—In duplicate.	

Returns required before embarkation.

1505. A return of numbers (A.F.—B 144) will be sent to the War Office direct (in the case of stations abroad, only when specially directed), and a duplicate copy to the G.O.C.-in-C. as soon as possible after the troops have been placed under orders. Amended returns on the same form will be immediately rendered when any alteration in numbers occurs. Information will be obtained from officers absent from the station as regard their families. When a draft is prepared by a unit at home, the C.O. will obtain from the officer i/c records particulars of women waiting to rejoin their husbands, and for whom passage has been sanctioned, so that they may be included in the return. Timely orders to hold themselves in readiness and for actual embarkation will be sent to them by the home unit.

Documents to accompany men from abroad.

1506. When soldiers are sent to or from stations abroad, the C.O. is to forward, in charge of the conducting officer, all the documents (except A.F.—O 1811) required by regulations.

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In the case of men proceeding by transport or freight-ship unaccompanied by an officer, the documents should be forwarded to the embarkation staff officer for delivery; if the men are to join

a draft, to the O.C. the draft ; otherwise to the O.C. the troops on board, to be handed by him to the disembarking staff officer at the port of disembarkation.

When soldiers are to proceed by packet unaccompanied by an officer, they should be provided with an embarkation return, and A.F. B 127, but all other documents should be sent by post to their destinations.

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Gen. No. 6789 | **1507.** A.F. O. 1811 will be forwarded by the accountant as directed in the Instructions* for Accountants and O.C. units.

1508. An officer or soldier travelling on duty is exempt from dues, and his baggage from dock tolls or duties. An officer or soldier embarking will take with him to the docks the order showing that he is travelling on duty. Exemption from tolls should be claimed either by the individual so travelling, or by his shipping agents, the order being produced to the dock officials if required. Where, however, the dock company's servants perform any labour, either in warehousing or shipping, charges for such services may be made. The charge to cover the expense of examination at the custom-house will also be made. Dock or pier dues, &c.

1509. Not more than eight dogs will be carried in any transport, and, for these, applications must reach the War Office not less than seven days before the date fixed for the departure of the ship. The selection will be made according to the owners' seniority. The dogs will be confined to the places provided for them. In freight-ships and packets owners will make their own arrangements. Dogs.

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Gen. No. 163 | **1510.** Cancelled.

Officers proceeding to, or returning from, abroad not accompanying their units.

1511.—(i.) Commandants of schools, &c., at home will furnish to the War Office, 3 weeks before the termination of courses, particulars of officers belonging to units abroad, who require passages to rejoin their units. Passages, Applications for.

(ii.) An officer proceeding at the public expense will not engage a passage without special authority. Not to engage passages.

B
Cape 4817 | (iii.) An officer proceeding abroad for duty will take a copy of the order under which he leaves the United Kingdom for presentation to the staff officer at the port of disembarkation. Copy of orders.

(iv.) If an officer is to proceed with a draft, he will receive orders from the O.C. the unit preparing the draft to join at the station where it is being prepared. In charge of draft.

(v.) In all cases of officers travelling oversea without troops a report will be sent to the War Office stating the name of the vessel, the date of sailing, place of embarkation, and the port of destination. Reports on leaving.

This report will be furnished :—

(a) When the officer proceeds abroad from the United Kingdom at his own or at the public expense..... By the officer himself.

(b) When the officer proceeds from one station abroad to another at his own or at the public expense..... By the G.O.C.

* Issued with Army Order 272 of 1907.

- (c) When an officer proceeds *via* the United Kingdom *en route* for another command at the public expense..... By the G.O.C. (telegraphic)

Reports on arrival.

An officer of the R.A.M.C., in addition to the above, will send a separate report to the P.M.O. of the command to which he belongs.

(vi.) On arrival in the United Kingdom, an officer travelling without troops, whether at the public expense or not, will immediately report himself in writing to the War Office, giving his address, date of arrival, name of vessel, port of disembarkation, and copy of authority under which he has returned. An officer having quitted the vessel at a port abroad will also state the date on which the vessel arrived at that place.

Leave on disembarkation.

(vii.) An officer arriving home on duty, whose new station has not been notified, and who has not been instructed to report himself personally to the War Office, will consider himself on leave from the date of disembarkation.

Special Instructions for Homeward Voyages.

Returns.

1512. When detachments or individuals are to return home, a return on A.F.—B 142 will be forwarded direct to the War Office. A duplicate of the return will be forwarded, at the same time, according to the port of disembarkation to one of the under-mentioned officers, viz. :—

Port.	Officer to whom the return should be addressed.
Bristol (Avonmouth) ...	The O.C., Depôt, Gloucestershire Regiment, Bristol.
Liverpool	The Staff Captain, 19 and 20, Old Haymarket, Liverpool.
Plymouth	The Coast Defence Commander, Plymouth.
Southampton	The Embarkation Staff Officer, Southampton.
All ports in the Thames	G.O.C.-in-C., Eastern Command, London.
Other Ports	G.O.C.-in-C., the command in which port is situated.

This document will be rendered in addition to the usual embarkation return. It is required for an individual soldier, for a member of his family proceeding alone ; but not for an individual officer embarked without troops.

It will be despatched to arrive in advance of the troops, and, when the troops are to be conveyed by mail steamer, the return will be forwarded by the previous mail.

When it is impracticable to forward the return in time to arrive in advance, a telegram giving the necessary information should be sent to the War Office, and a copy of the return will be given to the officer or N.C.O. in charge, or to the individual N.C.O. or soldier embarking, to be handed by him to the staff officer on arrival. A note that this has been done will be made on the return sent to the War Office.

Formation of parties of details.

1513. Time-expired men and reservists will be formed into sections of not more than 200, each commanded by an officer with two company officers, if available, and a proportion of N.C.O.s ;

these will remain on duty with their sections for the whole voyage, and be prepared to accompany them to their destination. The same action will be taken with regard to invalids. Men for transfer to home stations, or furlough, will be formed into one section, separate from the two parties already specified. A roll of the above officers and of the N.C.Os. and men forming the section, showing the corps to which they belong will be handed on arrival to the staff officer in charge.

1514. Sufficient attendants will be told off to take charge of lunatics. The C.O. will, in consultation with the medical officer in charge, arrange for the exercise of the lunatics. Custody of lunatics.

1515. Documents will be collected by the C.O. during the voyage, and separated into those of (i.) time-expired men and reservists ; (ii.) invalids and lunatics ; (iii.) soldiers under sentence for re-committal or discharge ; (iv.) transfers to home battalions, depôts, schools of instruction, men accompanying invalid wives, and others not included in above. Sorting documents.

1516. The documents of details will be addressed to the officer to whom the duplicate A.F. B 142 is forwarded under para. 1512, except that those of time-expired men and reservists disembarking at Liverpool or Southampton will be sent respectively to the O.C. troops, Seaforth, near Liverpool, and to the commandant discharge depôt. Addressing documents.

The documents of lunatics will be addressed to the P.M.O., Netley ; those of invalids to the P.M.O., Netley, unless they belong to men landing in the Thames or at Liverpool, when they will be addressed to the officer i/c Royal Herbert Hospital, Woolwich. Lunatics, invalids.

1517. On embarkation for Southampton, baggage will be labelled either "Discharge Depôt," "Netley," or "Transfer." The labels for this purpose are supplied to generals commanding at the various ports. Labelling luggage.

1518. Men proceeding to the discharge depôt will be informed that a store of plain clothes has been established there, from which soldiers, on leaving the depôt for their intended places of residence, can obtain good suits at a reasonable price. Soldiers for discharge will be cautioned against giving orders for clothes to touts on board ship or on the jetty. Plain clothes for men leaving service.

Embarkation—Superintendence and Reports.

1519. The naval authorities select the cabins for government passengers, and prescribe the number who may be accommodated in each. The following rules for the appropriation of berths to individuals will be carried out by the staff officer in charge :— Allotment of cabins.

(i.) A general officer (unless returning home on promotion to that rank), and an officer of corresponding rank, and the O.C. troops, are alone entitled to separate cabin accommodation.

(ii.) The O.C. troops will occupy a special cabin, and will not exchange it for any other, or give up any of his accommodation, except to members of his family.

(iii.) In transports to which a chaplain is appointed for the voyage he will occupy a special cabin.

(iv.) The appropriation of all other cabins will be made according to seniority of army rank, or of rank corresponding thereto.

(v.) At an intermediate port the appropriation may be altered so as to give proper accommodation, with reference to army rank, to officers embarking there ; but officers already on board will be put to as little inconvenience as possible.

Duties of
O.C. at
port of em-
barkation.

1520. The G.O.C. at the station will see that preparation is made for the comfort of the troops. They will remain under his orders until the ship clears the port. If they are detained, he will either visit them daily, or order a staff officer to do so.

General
instructions.

1521. At all embarkations, visitors will be excluded from the jetties and ships, and no one will be allowed on board (persons on duty excepted) until the embarkation is complete. The staff officer in charge will complete the necessary returns as quickly as possible, and, as soon as his duties are finished, he will inform the officer representing the Admiralty, or, in his absence, the master of the ship, in order that there may be no delay in leaving harbour.

Returns to
be furnished
to master.

1522. On the embarkation of troops, in order that rations may be issued, the C.O. will immediately furnish the master with returns, in duplicate, on Admiralty forms which will be handed to him by the master, together with a list of the children, showing their ages.

Embarka-
tion returns.

1523. Immediately after any embarkation a return, A.F.—B 141 in triplicate, will be sent to the G.O.C.-in-C., who will transmit two copies to the War Office. A copy will also be given to the O.C. the troops on board. For the embarkation of a complete unit A.F.—B 141 will be prepared beforehand by the O.C., and handed to the staff officer in charge. For drafts or individuals A.F.—B 126 will be compiled by the staff officer in charge from A.F.—B 143. The embarkation return will include all officers and their families, and is to specify separately all persons not entitled to passage but embarked by authority from headquarters, or under para. 1637. When a ship conveys detachments for more than one destination, the whole will be included in one embarkation return, showing separately those for each station, and in the case of R.A. or R.E. the return will specify the number of men of each battery or company.

Stationery,
forms, &c.,
for use on
voyage.

1524. The C.O. will be furnished by the staff officer in charge with stationery. The following documents will be given him :—

- (i.) Seniority list of officers to embark.
 - (ii.) Statement of troops ordered to embark, and hours of arrival.
 - (iii.) Instructions for guidance on arrival at Bombay.
 - (iv.) Certificate of inspection of baggage room. See para. 1536.
 - (v.) Instructions to acting quartermaster-serjeants and troop-deck serjeants;
- A.B. 165 ; blank disembarkation returns ; minor offence reports ; proceedings of courts of inquiry ; proceedings of courts-martial ; death reports (A.F.—B 2090).
- (vi.) Instructions for issue to C.O.s and commanders of drafts proceeding to India. Indian forms for completion during the voyage will also be put on board in a separate parcel, for which a receipt will be given.

A list of the books of regulations that are put on board is contained in the Equipment Regulations, Part I.

An orderly-room clerk, a provost-serjeant and an acting serjeant-major, when necessary, will be selected from the troops.

Custody of
ammunition.

1525. Ammunition, public or private, will be delivered to an officer of the ship on the deck where it is first placed, none being allowed in the cabins or amongst the baggage. Any ammunition in the pouches will be collected before the men go below. When there is not a magazine, the ammunition will be placed under proper charge in some part of the ship free from risk. For the shipment of private ammunition special permission will be obtained from the War Office.

Shipment of Baggage.

1526. A C.O. will cause baggage to be collected and, measured before shipment. Baggage will not exceed 5 cubic feet for each cwt. Any article measuring more than 30 cubic feet or weighing more than 6 cwt. will not be accepted for shipment. Measurement of baggage.

1527. A C.O. will prepare a statement in detail of the baggage to be shipped, and send it by post to the staff officer in charge at the port of embarkation, so as to be received the day before the baggage arrives. Statement of baggage for shipment.

Casks, crates, hampers, carriages, carts, pianos, and similar packages, are prohibited, as are padlocks, cording, cleats for rope handles, and other projections, which cause loss of stowage.

1528. Each article will have distinctly painted upon it, in front, the name, rank, and corps, of the owner, and, on the top, the nature of the contents. Name and nature of contents to be painted.

1529. Explosive or combustible articles will be excluded from any package. Methylated spirit, lucifer matches, and fuzees are strictly prohibited. Dangerous articles.

1530. Heavy baggage will be labelled "Baggage Room." This baggage cannot be obtained during the voyage. Changes of clothing for officers and ladies required in addition to the baggage for cabin use, will be packed in separate boxes, labelled "Change of Clothing," and stowed in the "Present Use Baggage Room" when there is one, or in the main baggage room near the door. Any package labelled "Change of Clothing" will not exceed 2 cwt. in weight, and the number allowed is limited to two for each individual. Heavy baggage. Changes of clothing.

1531. Each officer or lady will be allowed a few articles of baggage in the cabin. No article may exceed 3 feet long, 2 feet wide, and 14 inches deep, and each must be labelled "Cabin." Cabin baggage.

1532. A soldier's wife may have in the women's quarters one box not higher than 14 inches. It will be marked with the husband's name, rank, and regiment, labelled "Women's Quarters," and taken on board by the owner. Soldiers' families' baggage.

1533. In addition to the labels mentioned above, an officer (not on duty with troops) and his family, a woman unaccompanied by her husband, and the orphan children of soldiers, will be provided with labels for attachment to each package. These labels, and others showing the destination, will be affixed to both ends of each package before it is sent to the ship. They may be obtained from the headquarters of each district. General officers will address applications for labels to the War Office. Labels.

1534. Heavy baggage (including that of individuals) will, when practicable, be shipped the day before the troops, or individuals, embark. In the case of a unit, the C.O. will notify to the staff officer in charge the day and hour at which the baggage may be expected to arrive. A detachment, with a proportion of officers, and including as many officers' servants as can be spared, will be sent to the port to place the baggage on board. Shipment of heavy baggage. Baggage party.

1535. Baggage for intermediate ports will be stowed separately, that for the furthest point of call being shipped first. Baggage for intermediate ports.

1536. Before the baggage is put on board, the staff officer, or the officer i/c baggage party, will inspect the baggage rooms, and Inspection of baggage room.

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having seen that they are entirely clear, will sign the following certificate, and deliver it to the master :—

Ship _____

19 .

I hereby certify that I have this day inspected the baggage rooms and that they are entirely clear, and ready for the stowage of the baggage of the military passengers about to embark.

 { Signature, rank, regiment,
 or corps.

Staff
officer's re-
sponsibility.

1537. The staff officer in charge will not allow anything in excess of regulation to be taken on board, and will keep a record of baggage embarked by any individual not arriving with troops. Baggage belonging to an officer not taking passage in the ship will be specially authorized. He will also prevent articles packed in an insecure or dangerous manner being put on board. When practicable, he will verify the total cubic measurement of the baggage to be embarked.

Arrange-
ments for
shipment.

1538. The shipment will commence at an hour to be communicated by the staff officer in charge ; one officer and about 40 N.C.Os. and men of the advanced party will parade after arrival, and a relief party will be in readiness when required.

Stowage of
baggage.

1539. The seamen will sling and unslung the boxes, but the baggage will be put on board and stowed by the troops. A ship's officer and a party of seamen will be present in the baggage rooms to point out how the baggage is to be stowed.

Certificate
for excluded
baggage.

1540. If baggage within the amount allowed by the regulations is excluded from any transport for want of room, the staff officer in charge will obtain a certificate from the master to that effect and prepare a statement of the baggage excluded. When the baggage of an individual officer is thus excluded, he will obtain the same certificate. The staff officer in charge will certify, in either case, that non-regulation baggage has not been shipped. These certificates will accompany any claim made for conveyance of the baggage on freight.

Shipping
excess
baggage.

1541. When troops embark in a transport, excess baggage will be forwarded in a separate vessel at the expense of its owners. In the case of a freight-ship, excess baggage will be the subject of a private arrangement with the shipowner.

Articles
liable to
Customs
duties at
Bombay.

1542. Customs duties are levied at Bombay on all articles of mess-kit (not mess-plate, when certified by the C.O. to have been in use for twelve months, and imported in the same ship in which the unit to which it belongs reaches India), mess-stores, and any other articles which may be liable to duty, when imported into India by troops. During the voyage the C.O. will prepare a return, on a form, which will be placed on board, of all dutiable articles belonging to troops and families. A separate return will be prepared for individual officers (and families, if any) not attached to troops. A statement of the detachments, and nominal list of officers, will be handed with these returns to the customs officer.

Embarkation of Families.

Officers'
families.
Certificates
of fitness to
embark.

1543. A lady proceeding in any vessel conveying troops, will be required to produce a certificate showing that she (and her children and servants, if any) is free from infectious disease, and in all respects medically fit to embark. A lady within three months of confinement will not embark ; a written statement on this point from

the lady, or her husband, may be accepted by the medical officer. The medical certificate will be handed to the staff officer in charge before the lady passes to her berth.

1544. When troops embark for ordinary service abroad, the wife of a soldier not on the married roll will not be allowed to proceed.

1545. Soldiers' families proceeding direct from their homes for embarkation, will receive full instructions from their unit, and will report themselves to the staff officer in charge by the time at which the other families have been ordered to embark.

1546. All soldiers' families will be furnished with a health certificate on A.F.—B 155, before being allowed to embark at home or abroad. Women or children arriving at the port of embarkation without such a certificate will be examined and receive one before they go aboard.

1547. In the case of embarkation of a complete unit, one certificate for the whole of the families will be prepared in the form of a nominal roll of the women and children. A soldier's wife within three months of her confinement will not be embarked. All such cases, as well as those in which a soldier's family is prevented by sickness from embarking, will be reported at once to the War Office for a decision as to whether the husband is to embark.

In making the report it will be stated :—

- (i.) Whether the husband is willing to embark without the wife, and if not, the probable period that the wife will be unfit to proceed.
- (ii.) Whether the life of the wife would be, in the opinion of the medical officer, endangered should she be separated from her husband. The medical opinion will be attached to the report.

A man whose family is detained will not be embarked unless authority has been received from the War Office, if at home, or from the G.O.C.-in-C., if abroad ; but sickness in a soldier's family does not exempt him from liability for service abroad, or from embarkation.

1548. Women and children should, whenever practicable, be sent on board and berthed before the arrival of the troops.

1549. When troops proceed from one station abroad to another, and their families are ordered home, a list will be sent to the War Office, stating the rank and name of each soldier and the address in the United Kingdom to which the wife has been, or will be, sent. Each woman will be provided with A.F.—O 1777.

1550. When the wife or children of a soldier on the married roll are sent home in consequence of ill-health, a report of each case will be made to the officer i/c records, stating the ship, date of embarkation, and intended residence, together with a copy of the report of the medical board, and the authority under which passage is sanctioned. The report of the board will state whether it is really necessary that the husband should accompany his wife, such necessity being limited to cases of very serious illness or insanity. Invalided families will, as a rule, be sent home in public vessels, but when a case is so urgent as to render a passage by private steamer necessary, a statement to that effect will appear in the medical report.

Embarkation of Troops.

1551. When a unit is to embark, the C.O. will detail a senior officer to command the baggage party and follow the instructions

Regimental staff. of the staff officer in charge, until the arrival of the headquarters. Officers and N.C.Os. to act for the adjutant, quartermaster, serjeant-major, and quartermaster-serjeant, will be detailed to proceed with the party.

C.O. of small units and drafts. 1552. If only detachments embark, the officer to command will, as a rule, be ordered to report himself to the staff officer in charge the day previous to that on which the general embarkation takes place. He will go round the ship with that officer, the naval transport officer, and the master, so as to become acquainted with the general arrangements.

Ship's staff. 1553. An adjutant, a medical officer in charge, a baggage officer, a quartermaster, a serjeant-major, a quartermaster-serjeant and in the case of Indian transports, one acting orderly-room-serjeant and three troop-deck serjeants, will, as a rule, be detailed by the War Office to arrive on the previous day.

Preliminary arrangements. 1554. Steps will be taken to settle the details of duties, and the posts of the sentries, on board and ashore, to prevent men leaving fatigue parties, the embarkation shed, or ship, and unemployed men from loitering about the jetty.

Soldiers under detention. 1555. A guard from the advanced party will be mounted on the detention room, to receive all soldiers under detention. Those to be released on sailing will be kept in the detention room until the ship is clear of the harbour.

Leave. 1556. The time at which leave to officers expires, and the hour of sailing, which will be notified by the naval authority, will be conspicuously posted up on board. Leave will not be granted to a warrant officer, N.C.O., or man, or to his family.

Officers embark in uniform. 1557. Every officer ordered to embark in a transport, whether detailed for duty on board or not, will report himself in uniform to the O.C. on board. He will also sign the "arrival book." A lady embarking will also sign this book, as proof of having embarked. Any alterations in families will be immediately notified to the staff officer in charge.

Telling off messes. 1558. When troops arrive, they will be told off to their messes by the staff officer in charge. The men allotted to each mess will be marched off, preceded by a guide, who will take them to their places, and show them where to stow their arms, kits, &c.

Stowing kits, &c. 1559. Sea kit-bags will be placed in the racks over the mess-tables. Kit-bags and waterproof bags will be stowed in a kit room, or in some part of the general baggage room where they can if required be obtained during the voyage. The hanging of great-coats, &c., on the hammock hooks is forbidden; all loose gear will be stowed in the overhead racks.

Dinners on embarkation. 1560. Dinners for the day on which troops embark will be prepared on board, unless the O.C. unit sends timely notice to the staff officer in charge, who will inform the master, that the meal will not be required.

Liquors. 1561. Officers, soldiers, and their families are prohibited from taking or receiving on board any wine, spirits, or malt liquors.

Marking of arms. 1562. When troops embark with arms, a label, showing the owner's number and name, will be fixed to each rifle, carbine or pistol, and another showing the letter or number of the company, &c., will be pasted on the heel of the butt. Slings will be taken off rifles before troops embark.

Duties of officers on embarkation. 1563. Immediately after embarkation, officers will see that their men are allotted to berths, distributed into messes, and instructed in rolling bedding and slinging hammocks; that their arms, accoutrements, and ammunition (if any) are properly dis-

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posed of, and that their necessaries, hammocks, and bedding, when served out, are marked. If there is an armoury, an officer will be placed in charge, who will see that the arms are stored therein, and will be responsible for their custody, only issuing the key when necessary for cleaning purposes. Where an armoury does not exist, and the arms are placed in racks, a N.C.O. and two men from each company, or detail, will be appointed to take charge of them.

1564. If a loss of arms or ammunition occurs on board, the O.C. troops will furnish the civil and military authorities at each port of call during the remainder of the voyage with a full description of the missing articles, and will request that every endeavour may be made to trace them. Loss of arms or ammunition.

1565. An officer in charge of a draft will as soon as possible report to the O.C. troops on board, and ascertain from the adjutant the details required from his draft, and from the quartermaster the hours for issue of bedding and for meals. One officer must always remain on board with each draft. Draft officer to report for orders. Officer on duty.

1566. An "issue" and "receipt" voucher for bedding and mess utensils will be obtained from the quartermaster on board by commanders of companies, &c., or drafts, and by individual N.C.Os. and men unattached to a draft, and filled up as soon as possible after arrival on board, the bedding being drawn on the following scale:—

	Mattress.	Pillow.	Hammock.	Blankets.
Serjeant	1	1	1	2
Rank and file	—	—	1	2
Boy over 10 years	—	—	1	2
For each woman, or two children 1 to 10 years old	1	1	—	2

Supplies for serjeants, rank and file, and boys over 10 years, are made in sets consisting each of one hammock with tally and two blankets, all attached together. The tallies are marked on board with the number of the mess and the man's mess number. The articles will be kept fastened together while in use.

On homeward voyages (including those from India) in ships due to arrive in England between 1st November and 30th April, an extra blanket will be issued to each of the above, including women, and to children in proportion.

On outward voyages commencing between these dates an extra blanket may be issued at the discretion of the O.C. troops.

1567. The commander of each company, &c., or draft is to be present at the first issue of bedding, and will be responsible for the amount taken over by him. The troops will be mustered with their bedding as soon as possible, to see that it is complete and that each man has his own bedding. First issue of bedding.

1568. A list of utensils issued to each mess is printed on the back of the mess roll. The N.C.O. in charge will check the articles on arrival at his mess, and sign the receipt portion, which will be given up by the orderly man, at the first issue of rations, to the representative of the master of the ship. Mess utensils.

1569. The places where troops are to fall in for parade will be settled as soon as possible after embarkation by the C.O. in conjunction with the master. Places of parade.

1570. A guard of a sufficient number of N.C.Os. and men will be detailed daily to provide all necessary sentries, the requisite number of sentry posts being determined by the O.C. troops in conjunction with the master. Guard.

	The guard will be divided into three reliefs (4 hours on and 8 hours off duty).	
Boat party.	A party of men, to be styled "boat party," will be told off to assist the ship's officer in clearing away boats, when necessary, at fire and collision stations. If possible, the party will be permanent, but it is also available for general duties.	120 India. 5936
	The troops will be exercised in fire and collision stations. Should this not be possible before sailing, it will be done immediately afterwards.	
Special duties.	1571. The following duties will also be provided for—(i.) police (for whom special badges are provided); (ii.) orderlies; (iii.) assistants to ships' cooks and bakers if requisitioned by the master; (iv.) hammock stowers; (v.) fatigues.	120 India. 5982
Bands.	1572. Bands are not to play on coming into, or on leaving harbour, until the master notifies that this will not interfere with the working of the vessel.	
Safes.	1573. In the C.O.'s cabin of every transport a safe is placed, in which valuables (including medals and decorations) belonging to military passengers may be deposited. On embarkation, the master will hand the keys in a sealed envelope to the C.O., who will have the safe entirely under his control. The keys will be returned to the master on disembarkation. Each C.O. will, on disembarkation, put the keys in a sealed envelope, personally addressed to the master, the next C.O. receiving them from the latter. On board freight-ships the shipowners usually make arrangements to receive valuables for custody.	

Duties on Board Ship.

Command and responsibility of C.O.	1574. The command of the troops is vested in the senior combatant officer doing duty, to whatever arm of the service he may belong. The extent of his powers is prescribed in the Army Act. He will endeavour to meet the wishes of the master as regards sentries, hours of inspection, fire and collision stations, &c.	
Naval transport officer.	1575. When there is a naval transport officer on board, he is the medium of communication between the C.O. and the master of the vessel, but he has no direct authority over officers or troops. As representative of the Admiralty, his concurrence will be obtained in all arrangements made, other than those purely military. The C.O. will assist him in carrying out the duties imposed upon him by the Instructions for Transport Service.	
Master's position and responsibilities.	1576. The C.O., while maintaining discipline among the troops, will remember that the master of the ship has lawful authority to maintain order amongst all on board, and to ensure the safety of his ship and passengers, for which he is entirely responsible. In case of fire or emergency, the C.O. will remember the responsibility of the master, and render him every assistance, without attempting to take the command out of his hands.	
Sentries.	1577. The C.O. will take steps to ensure that sentries do not interfere needlessly with the officers and crew of the ship.	
Daily inspection.	1578. The C.O. will ascertain from the naval transport officer, or master, the hours at which they wish to make their daily inspection of the ship. The C.O. accompanied by the medical officer in charge, will, at the same time, inspect all parts of the vessel appropriated to troops.	
Dress of officers on duty.	1579. The wearing of uniform by officers will be strictly enforced. Those on duty will wear belts or sashes, and will report on completing their tour of duty as to its proper performance.	

1580. The O.C. troops will, as soon as possible after the embarkation has taken place, decide how many officers will be required to carry out the ship's duties. All company officers with units and details are available. If the number of officers attached to the troops will not permit the officers on the duty roster to have one day off to one day on duty, with a spare officer to meet casualties, the C.O. will select the necessary additional number from those who are entitled to passage at the public expense.

Officers
for duty
daily.

1581. When there are more than two captains on board besides the C.O., a "captain of the day" will be appointed, to whom the officer of the day and the military officer of the guard will report all unusual occurrences for the information of the C.O. In transports, when the troops on board consist of a mixed force of not less than 800 of all ranks, the number of officers required for daily duty, in addition to the adjutant and quartermaster, is usually the officer of the day and three officers of the guard. In freight ships, or when the numbers are less than 800, a smaller number suffices.

Number of
officers
required
for duty.

1582. Should it be necessary to detail for duty an officer who is not entitled to a passage, the C.O. will furnish the master with a copy of his order placing the officer on duty, and will hand to the staff officer in charge at the port of disembarkation, for transmission to headquarters, a report showing the exceptional circumstances in which the officer's services were required. This report will be accompanied by a list of all regimental officers entitled to passage, showing in each case whether they are available for duty or not. For ordinary duties the officers belonging to units should suffice for their units. In the case of freight-ships or contract packets, officers in addition to those attached to the troops on embarkation will not be placed on duty except in unavoidable circumstances, a full report of which will be made to the War Office. An officer on furlough under Indian rules will not, unless absolutely necessary, be detailed for duty.

1583. All individual N.C.O.s are available for duty, and will be attached to those drafts which have an insufficient number of N.C.O.s.

Individual
N.C.O.s.
to
do duty.

1584. Acting N.C.O.s. may be appointed for the voyage, with additional pay under the Pay Warrant, but when men are disembarked during the voyage these acting appointments will be reduced in proportion.

Acting
N.C.O.s.

1585. When soldiers are employed in coaling, or as stokers or coal trimmers, they receive extra pay under Admiralty regulations, but they will not be so employed unless they volunteer and the medical officer in charge certifies that their health will not be injured thereby.

Employ-
ment of
soldiers on
board.

1586. The officer of the day will be referred to in all matters not requiring the intervention of the C.O., and will give assistance to the officers of the ship. He will attend when hammocks are taken down, and will see them stowed at 6 a.m. He will ascertain from the master if bedding can be aired, and see it secured in the places set apart for the purpose. He will see that troop-decks are swept after hammocks are down, and before and after each meal; also that troop-decks and women's quarters are cleaned at the regulated time; he will report to the C.O., and accompany him when he inspects the decks. After troop-decks are cleaned, he will cause police to be posted, with orders not to permit any troops, women, or children to go below. These police will be taken off at 11 a.m., at which hour the troops may go below again.

Duties of
officer of
the day.

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At meal times the officer of the day will see that the men are present at the messes.

He will see that lights (except those required to burn all night) are put out on the troop-decks at 9 p.m. and will report accordingly to the C.O.

Duties of
military
officer of the
guard.

1587. The military officer of the guard will remain on deck unless on duty elsewhere. Whenever his men are called he will attend with them, and see that the wishes of the ship's officer of the watch are carried out. He will inform the master when soldiers in custody, or lunatics, are on deck for exercise, and also when they have been replaced in the guard room. He will visit the sentries hourly during the day and night, see that they are on the alert, that there is no smoking in prohibited places, and no lights except those allowed. He will cause a N.C.O. to visit the sentries every half-hour during the night.

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Duties of
medical
officer in
charge.

1588. The medical officer in charge will furnish the C.O. daily with A.F.—A 27, and will demand before 10.30 a.m. daily the medical comforts, &c., required, and give the master a receipt when required. In transports he will take sanitary and medical charge of the ship and crew, and will frequently inspect the quarters occupied by the crew, calling attention to any neglect of cleanliness. He will take care that the bilges are kept sweet, and a good sanitary condition maintained. Births and deaths will be promptly notified in writing to the master by the medical officer, for insertion in the log. On the day following embarkation, except on a coastwise voyage at home, soldiers will be inspected by the medical officer. An inspection will also be made on the day before disembarkation and cases of disease will be removed to their destination under medical supervision.

Medical
inspections.

Valuables
of sick on
board ship.

1589. Money and other valuables of the sick will be noted (in A.B. 191), taken over by the ward master, and handed over to the O.C. troops on board, a receipt being obtained from him.

Rules for
sentries.

1590. At sea, sentries will wear a distinctive belt; in harbour they may be armed at the discretion of the C.O.

1591. Each sentry will be furnished with written orders. Sentries will report persons acting contrary to orders, and will prevent—(i.) blocking up ladders; (ii.) spitting on the deck or over the side; (iii.) throwing dirt or slops over the side or on the deck; (iv.) troops from going aloft; (v.) any person sitting on the side rails, bulwarks or rigging; (vi.) any soldier, woman, or child from going into any part of the ship appropriated for use of the crew; (vii.) the hanging of clothes or bedding in other than appointed places; (viii.) smoking, except in the authorized parts of the ship and during smoking hours; (ix.) any person from leaving his hammock or bed after the rounds have passed, except to go to the latrines; (x.) any soldier from entering the latrine for women and children or the latter from entering the men's latrines.

Discovery
of fire.

1592. Should a sentry, or anyone else, discover fire, he will make the same quietly and immediately known to the ship's officer of the watch on the bridge, for which purpose a sentry may temporarily quit his post. It will be impressed on officers and men that on the occurrence of "Fire" silence and a quiet and thorough carrying out of orders are most essential.

Fire and
collision
alarm
stations and
duties.

1593. The following rules to be observed on the fire or collision alarm are generally applicable, but they may be modified to meet the regulations of the various companies to which vessels may belong:—

(i.) The troops, with the exceptions noted below, will fall in

at the places assigned for parade in two ranks, facing outwards, and as far back to the centre of the ship as they can get.

(ii.) Guard with lunatics and soldiers in custody on the forecastle. Women and children on the poop, in charge of the quartermaster-serjeant, except at night, when they will remain in their quarters. Troop-deck serjeants, and mess orderlies at the messes for which they are responsible. Orderlies for the women's quarters in those quarters. Pioneers will fall in at the magazine.

(iii.) The boat party on the boat deck.

(iv.) Orderlies will close scuttles and watertight doors without further orders.

(v.) The guard will at once provide two armed sentries for each boat, an armed sentry on the spirit room, and double the sentries on soldiers under arrest or detention.

(vi.) Men will double up to their places as quickly as possible in any dress. On each troop-deck there is usually a steam fire connection and hose ready for use. This will never be touched by the troops unless fire is actually discovered, when the men on the deck where the fire is may open the cock to turn on the water, at the same time quietly and quickly reporting the fire to the ship's officer on the bridge.

(vii.) The C.O., with one or more selected officers, will go on deck to preserve discipline and carry out the directions of the master.

(viii.) The adjutant, with the serjeant-major and a bugler, will at once proceed to the fire and assist the ship's officer.

(ix.) Officers and men of the R.A.M.C. will proceed to the hospital and prepare to move the sick as may be directed.

(x.) The quartermaster will see that all cabins are clear, and then remain in the saloon, to which the ladies and children, who will be under his charge, will proceed.

(xi.) All officers to whom duties are not assigned, and all civilians and second class passengers, will repair to a place which will be allotted for them on the upper-deck.

(xii.) In ships carrying horses, as many men as can be spared will be sent to stand at the horses' heads to keep them quiet.

1594. Printed instructions for troop-deck serjeants will be issued on board. They will report to the officer of the day, at 10 a.m., and again at 9 p.m., that their decks are ready for inspection.

1595. An officer will not hold any conversation with the ship's officers of the watch, the quartermasters, or the men at the wheel, and he will not go on the bridges without permission.

1596. Orders will be given for cabins to be vacated for cleaning and daily inspection at a fixed hour, and for servants to be in attendance to answer for the same.

1597. The saloon will be cleared and all lights extinguished by 11 p.m. or such time as may be required by the master of the vessel.

1598. Smoking is allowed on the upper deck only. In bad weather, awnings will be spread to shelter officers and men. To guard against fire, lanterns for lighting pipes are provided, and matches, other than safety ones, may not be used on board. When the wind is too high to allow of cigarettes being smoked with safety (and of this the master will be judge), the C.O. will ensure that pipes only are smoked.

1599. Lights are not allowed on the troop-decks, except the regulation police and safety lamps. Lamps are never to be opened except by ship's officers or the appointed lamp trimmers.

Decks for troops.

1600. Decks are specially appropriated to the troops, who will never go into the part of the ship allotted to the crew; nor will the crew be allowed to go on the troop-decks except in the performance of their duties.

Physical exercise.

1601. In order that troops may disembark in a fit condition to take the field, arrangements will be made to carry out the physical training exercises laid down in Infantry Training, Sections 42 to 53. If possible, rope-climbing will also be practised.

The following arrangement is suggested:—The troops to be told off by companies, drafts, &c., into an equal number of divisions; half of these divisions will be exercised for not less than one hour every alternate day, the duties being detailed from the other half. An officer of each company, draft, &c., will be present during the whole exercise, and will keep a diary of the attendances of his men, and will, before the troops disembark, report on any man considered physically unfit to take the field. Each division will be subdivided into squads of not more than 25 men each. A thoroughly qualified N.C.O. will be placed in charge of each squad, and instruct it under the direct supervision of the officer or officers in charge.

Voluntary work will be encouraged, and an hour to be named and a place appointed for it. When possible, assaults at arms will be arranged.

Sleeping on deck.

1602. When sleeping on deck is permitted, bedding will not be allowed there except at hours to be fixed by the C.O. and master of the ship.

Parades.

1603. Troops will parade in marching order once a week. Officers will see that necessities are complete, and that arms and appointments are in serviceable order.

An occasional parade with life belts will be held to teach the men how to put them on, care being taken afterwards that the belts are properly made up and stowed overhead by messes, so as to avoid damaging the belts.

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Morning parade.

1604. The regular morning parade will be at 10 a.m., when every man will be present. Cooks will appear on parade once a day.

Drill.

1605. Recruits or awkward men will be drilled, when practicable, for an hour in the forenoon and an hour in the afternoon.

Divine service.

1606. By 10.15 a.m. on Sundays the troops will be ready for divine service, when weather permits. If there is no clergyman on board, and the master does not undertake the duty, the C.O. will arrange for its performance.

Bugle-calls and routine.

1607. Bugle-calls and routine for troops:—

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Bells.	Time.	Bugle-calls.	Meaning.
	A.M.		
	5.45	Reveille	Turn out and stow hammocks.
	6.15	Ration ...	Orderlies draw bread and butter.
6	7.0	Breakfast	Draw and sit down to breakfast.
7	7.30	Fatigue	All cleaning fatigues, parade. Troop-decks cleared by police.
8	8.0	Guard Fall in	Mount guard.
3	9.30	Four G's	Sweepers parade and sweep upper-decks.
4	10.0	Assembly	General parade and inspection of troop-decks.
5	10.30	Orderly-room	Orderly-room. Bedding for airing to be brought on deck.
6	11.0	—	Issue of beer. Troops allowed below.
8	Noon	Dinner ...	Draw and sit down to dinner.

Bells.	Time.	Bugle-calls.	Meaning.
1	P.M. 12.30	Four G's	Sweepers parade and sweep upper-decks. Troop-decks cleared by police and swept.
3	1.30	—	Troops allowed below
1	4.30	Tea ...	Draw and sit down to tea.
2	5.0	Four G's	Sweepers parade, and sweep upper-decks. Troop-decks cleared by police and swept.
3	5.30	Warning for parade.	Draw hammocks.
4	6.0	—	Troops allowed below.
1	8.30	Four G's	Sweepers parade and sweep upper-decks.
2	9.0	Lights out Retire.	Stop smoking. Everyone, except guard and police, to go below.
	9.15	—	Rounds. Every man to be in bed.
6	11.0	—	Lights out in saloon.

Stand fast	Silence—every one to remain still.	General calls.
Continue	Carry on—that is, continue your business.	
Retire	Every one off upper-deck but the guard.	
4 G's	Sweepers.	
4 G's and double	Swabbers.	
Alarm	Man overboard.	
Charge	Permission to smoke.	
Lights out	Leave off smoking.	
Fire alarm	Fire.	

The following ship's signals are in general use :—

For fire.—The bell is rung violently, strokes in quick succession. **Signals.**

For collision.—The bell is rung, three strokes at a time, the groups in quick succession.

For man overboard.—The steam whistle is sounded, several short blasts in quick succession.

At these signals, all buglers will sound the necessary calls.

1608. At the cry of “man overboard,” the bugler on duty will, without further orders, at once sound the “Alarm.” Every person will remain quiet, those below will remain there. This order will be explained to all buglers and troops as early as possible. **Man overboard.**

1609. Routine for women :—

Routine for women.

Bells.	Time.	
	A.M.	
5	6.30	Roll up bedding.
6	7.0	Breakfast.
—	7.45	Women's quarters cleared until 11 A.M. for cleaning.
8	Noon	Dinner.
	P.M.	
1	12.30	Women's quarters cleared until 2 P.M.
1	4.30	Tea.
3	8.0	All women go below. No man allowed in quarters till 7.30. A.M.
—	9.15	Rounds. All women and children to be in bed.

Once a week all bedding and boxes will be taken on deck to be aired (if weather permits), and the berths and quarters will be scrubbed with hot water and soap.

1610. The quartermaster will inspect the women's quarters daily at a fixed hour. Blankets will be folded singly and placed **Inspection of women's quarters.**

Women's quarters.

at the foot of each occupied bed, so that deficiencies in bedding can be detected. The inspection of mess utensils, and reports of deficiencies therein, will be made at the same time.

1611. A man will not go into the women's quarters unless he is detailed to keep them clean, or is passed by the N.C.O. on duty on that deck.

Soldiers under arrest.

1612. When it is necessary to permit soldiers under arrest to remain at large they may be employed on fatigue duties.

Expenditure of funds by C.O.

1613. Any sum placed in the hands of the C.O. for the benefit of the troops will be expended on the following items only :—Sports, theatrical or musical entertainments, extra messing (if at sea on Christmas Day), aid to families of soldiers who may die during the voyage, and in exceptional cases to other families for warm clothing. Any unexpended balance will on arrival be handed over to the staff officer in charge, together with a statement of expenditure for transmission to the War Office.

Bedding musters.

1614. Bedding will be checked frequently during the voyage, and always on the day after departure from and on the day before arrival at, each port. Stores issued for the use of troops on transports will be received and accounted for on the same principle as if furnished to troops in barracks. Only loss or damage caused by wilful act or carelessness will be charged against the troops. Should a report be made of considerable loss of, or damage to, stores or bedding, a board will be ordered to investigate the matter, and the C.O. will fix responsibility for the loss or damage. Copies of the proceedings, supported by an extract from the ship's log, will be handed to the master and to the staff officer in charge.

Losses, &c., of stores, bedding, utensils, &c.

Board on losses.

Utensils, &c.

1615. These rules will apply to mess and other utensils, any deficiencies in which will be notified to the master.

Bedding disinfected.

1616. All clothing and bedding used by the sick, as well as that of all men admitted to hospital, will be disinfected.

Hospital bedding.

1617. Bedding for hospital use will be drawn by the medical officer in charge from the master.

Storage of bedding.

1618. Instructions as to the folding of bedding will be supplied to N.C.Os. in charge of messes, and reports will be obtained every morning from them as to any articles missing or damaged, with the names of the men to whom the loss or damage is chargeable.

Washing places and latrines. Sanitary serjeant.

1619. It is desirable to appoint a N.C.O. as "sanitary serjeant" to be responsible for all latrines, washhouses, &c., and to supervise fatigue parties detailed for those parts of the ship. He will report any defects to the officer of the day.

Troop-decks, how cleaned.

1620. Salt water will not be thrown on the troop-decks. They will be swept, then scrubbed with hand scrubbers and carbolic acid or soft soap, and dried with the flannels provided for that purpose. Scupper-plugs will not be removed.

In weather which will not admit of the men being sent on deck, the troop-decks will only be sanded with hot dry sand and well swept, no water being used, and in cold and damp weather they will either be cleaned in the same manner, or with hot water and brushes, as may appear most suitable. Requisites for cleaning decks will be issued by the master, and will be drawn by troop-deck serjeants through the quartermaster.

Messing and Canteens.

Messing certificates of officers.

1621. Messing certificates will be signed by each officer, according to the form contained in the Regulations for H.M.'s Transport

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Service, or upon A. F.—B 2083. This certificate will be retained by the master to support the owner's claim on the Admiralty.

1622. An officer will provide himself with sufficient cash to meet charges for wine, &c., and for the messing of his family and servants. Owners of transports and freight-ships, or their representatives, are directed not to accept cheques in payment of such claims. Officers to provide themselves with cash.

1623. The scale of victualling for troops will be found in the Regulations for H.M.'s Transport Service. Small numbers of troops in ships of war will be victualled as seamen at full allowance. Copies of the victualling scale and scale of medical comforts and equivalents will be hung up in the issuing room and on each troop-deck. Victualling scale.

1624. The quartermaster will arrange with an officer deputed by the master all details with regard to the issue of rations on board. When the medical officer considers it necessary, lime juice and sugar will be issued with the daily ration Issue of rations.

1625. Arrangements will be made for a daily allowance of water at the rate of a gallon a head, and for a reasonable quantity in addition for washing and other purposes. Fresh water.

1626. At the discretion of the C.O., but, generally speaking, only in inclement weather and in non-tropical climates, each man of the "guard," will receive at about 4 a.m. daily half a pint of cocoa with sugar. Whenever an issue is desired, a statement of the number of men for whom the ration will be required will be given to the master on the forenoon of the previous day. If cocoa is not procurable in freight ships, tea or coffee will be substituted. Cocoa ration.

1627. A daily ration of 1 pint of British brewed ale may be issued on transports, to men who desire to purchase it, at a cost of 1½d. per ration. This ration will be issued at such times, and under such circumstances, as the C.O. may direct, he being wholly responsible for the arrangements made. As an alternative, ½ pint of chocolate may be issued at ½d. a ration. Issue of ale and chocolate.

1628. The C.O. will render daily to the master a return of the numbers requiring either ration, and will be responsible for the recovery of payment from the troops. The payments will be made in cash on board, and the amounts recovered during the period of his command will be handed over by each successive C.O. to the master of the transport, and a receipt obtained from him. This receipt will be forwarded by the C.O. to the embarkation staff officer, Southampton. On the arrival of the transport at Southampton the master will hand over to the embarkation staff officer there the sums received from the C.Os., taking a receipt for the whole amount. Rolls of men who draw ale and chocolate rations.

1629. The C.O. will decide, in consultation with the transport officer and the master, the hours during which the canteen is to be open. Copies of the price lists (furnished by the master) will be exhibited in conspicuous places. The C.O. will take measures to prevent bumboat men and hawkers boarding the vessel with inferior articles of the same description as the canteen stock. Canteens.

1630. The officer of the day will report to the C.O. any neglect in victualling, or complaints that may be made. If any complaint arises, or when it seems desirable to make any suggestion, the C.O. will call the attention of the naval transport officer (when there is one on board), to the matter, and will address the master in writing. Should he afterwards consider it expedient to make Complaints.

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representation to headquarters on any matter connected with the accommodation or messing of officers, troops, or their families, he will make a report in writing, or cause a board to assemble and report on A.F.—A 2.

Intermediate Ports.

O.C. to report arrival. 1631. An O.C. troops, on board a ship touching at any port occupied by His Majesty's forces, will immediately communicate with the O.C. at the port, and, if junior to that officer, will personally report the state of such troops. Medical officers proceeding on duty will, on landing, report themselves to the P.M.O. All officers will appear on shore in uniform, and conform to the regulations of the garrison.

Local regulations. 1632. An O.C. troops at a port abroad will inform the O.C. troops on board ship of any special regulations in force in his command.

Going on shore. 1633. An O.C. troops on board ship will, on touching at an intermediate port, prohibit any officer, soldier, or family, leaving the ship, until receipt of instructions from the staff officer in charge. All passes for leave on shore granted to N.C.Os. and men of the R.A.M.C. serving on board will be signed by the medical officer in charge before being submitted for sanction by the O.C. troops.

Sentries. 1634. On arrival in port, sentries will be posted to prevent the introduction of spirits and unwholesome fruits into the ship, and to exercise supervision over boats alongside.

Interchange of C.Os. 1635. On change of C.Os, accounts will be closed and stores for which the outgoing C.O. is responsible, with vouchers connected with the same, will be handed over. Written orders received at the first port of embarkation will also be transferred. A certificate that this has been done will be handed to the staff officer in charge.

Interchange of units. 1636. When exchanges of units take place, an officer and a few N.C.Os. will board the vessel with the staff officer, to take over duties before the unit embarks.

Passages from stations abroad. 1637. At a station abroad, when a transport arrives on which, after satisfying the requirements of the public service, accommodation still exists, the G.O.C. may apply to the senior naval officer for conveyance for officers and others, and their families, who have applied for indulgence passages.

Such passages will usually be provided in order of juniority of ranks. First class indulgence passengers on homeward voyages, in transports on colonial service, will be warned before embarking that they are liable to be landed at intermediate ports if their berths are required for individuals entitled to proceed at the public expense. This liability will fall in order of seniority, but the passenger whose berth is required may, at the discretion of the G.O.C. at the intermediate port, be allowed, instead of landing, to pay the cost of the packet passage involved.

Before second or third class indulgence passengers are allowed to embark they will be required to pay to the staff officer in charge the cost of their rations, calculated on the probable duration of the journey, as estimated by the master or the naval authorities. The charges of the second class will be handed to the master and of the third class to the accountant.

Disembarkations.

1638. Kit-bags will be issued before arrival in port, so that the owners may throw any rubbish or old clothes overboard while the ship is still in open water. Throwing such articles overboard in or near port is forbidden. Kit-bags.

1639. As soon as the ship is alongside, sentries will be posted to prevent soldiers leaving the jetty without permission. Sentries.

1640. The C.O. will arrange for the troop-decks, married quarters, issue-rooms, latrines, and wash-houses to be cleaned before the troops disembark. If necessary, a party will remain on board to finish this work after the main body has left. Cleaning ship.

1641. When cases of infectious disease have occurred on board, the C.O. will, on handing over stores, furnish a certificate that all articles capable of conveying infection have been disinfected on board, handed over to the sanitary authorities at the port of disembarkation, or destroyed. Disinfection of stores.

1642. When there is a large number of troops, two fatigue parties, each under an officer, will be detailed as "shore" and "baggage room" parties, to assist in landing baggage. Landing heavy baggage.

1643. If weather permits, the "present use" and "light baggage" will be in readiness to be landed at once.

1644. Bedding will be taken in and checked before disembarkation commences and the mess utensils after the last meal on board. Troops under orders to land before the dinner hour will be provided with breakfast only. Should any men be detained after the dinner hour, the necessary utensils will be issued temporarily. If bedding has been withdrawn, and troops do not disembark on the day of arrival, hammocks and blankets, according to scale, will be re-issued, and a certificate rendered that this has been done. Checking bedding and utensils.

1645. The following rules will be observed in accounting for losses and damages of stores, bedding, mess utensils, &c., on board:— Bedding, re-issue of.

(i.) The master will prepare a list in duplicate on Admiralty Form T 122 of any losses, &c., of government stores in his charge, and on T 290 a similar list in duplicate of losses of government mess utensils in Indian troop service transports, inserting the prices from the authorized scale. The C.O., if he finds the claim correct, will retain one copy, sign the certificate on the other, and return it to the master as an acknowledgment that the troops are liable, and that the amount chargeable will be recovered from them. Payment for these articles will be made to the accountant at the port of disembarkation. The C.O. will charge the amount against the troops concerned before they leave the ship, and account for the whole transaction to the staff officer in charge. The voucher signed by him will show where the credit will be accounted for. Settling claims for losses, &c.

(ii.) Losses and damages traced to the women's quarters will be charged against married men only. A charge will not be made against the troops for losses or damages caused by soldiers under sentence from whom recovery is not practicable, and a certificate will be furnished by the C.O. to that effect.

(iii.) If the amount cannot be paid at once, the C.O. will furnish particulars of all charges to the accountant into whose charge the

men are transferred, who, in the case of time-expired men, reservists, invalids, and transfers, will take steps to recover the money through the men's accounts. In the case of men on furlough and of indulgence passengers, the charges will be recovered by the C.O. before the individuals concerned are allowed to leave the vessel.

1646. Any damage or loss of shipowners' stores which, in the opinion of the O.C. troops, is wilful or the result of gross carelessness, will be charged against the men.

The master will prepare a list of such damages and losses and present it to the O.C. troops on board who, if he find the claim correct, will sign it and return it to the master as an acknowledgment that the troops are liable with a statement that the amount will be recovered from them.

The amounts recoverable will be paid over to the master before disembarkation.

A.F.—T 122 (applicable to the loss of government stores) will not be used for this purpose.

1647. The advance of pay issued to detachments proceeding abroad, or from one station abroad to another, should enable the C.O. to meet charges. An instance should not occur of troops leaving a ship without all proper charges for losses, &c., having been adjusted, either by the money being paid to the C.O., or by entries in the accounts of the men liable.

1648. } Cancelled.
1649. }

1650. The staff officer in charge will ascertain whether steps have been taken for the payment of charges. If an appeal is made against the amount, the matter will be investigated at once.

1651. When a ship with troops arrives at any port at home, a telegram will be sent immediately to the War Office, by the O.C. at the port if a garrison, and if not, by the O.C. troops on board, stating name of ship, whence arrived, and what troops are on board.

1652. On arrival in port the G.O.C. will arrange for disembarkation. In ordinary circumstances neither troops nor families are to be permitted to leave the ship until all details of the disembarkation have been arranged. A medical officer will be detailed to ascertain whether the medical officer in charge has inspected the troops with a view to detect and guard against the introduction of disease. The report of the inspection will be transmitted to the War Office with the returns of sick on board (A.F.—B 182).

1653. The following table contains a summary of the returns rendered in connection with the disembarkation of troops by the O.C. troops on board, on the day of disembarkation:—

T.—For troops proceeding by Transport. F.—Freight-ship. P.—Packet.

Form.	Description.
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TO STAFF OFFICER I/C DISEMBARKATION AT HOME.

A.F.B. 127.	T.F.	Nominal Rolls of:— All troops on board (in duplicate). All details (single copies only). See instructions on form.
A.F.B. 127.	T.F.	

Losses, &c.,
of ship's
stores.

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Advance of
pay to meet
charges.

54
Gen. No.
163

54
Gen. No.
163

Staff
officers to
ensure
payment.

20
Disc. Depôt
38

Report of
arrival
to War
Office.

54
Gen. No.
163

G.O.C. to
arrange for
disembarka-
tion.

Returns to
be rendered
on disem-
barkation.

120
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Form.		Description.
TO STAFF OFFICER AT PORT (AT HOME AND ABROAD).		
A.F.—B 135. A.F.—B 125. A.F.—O 1777.	T.F. T.F.P. T.F.P.	<i>Disembarkation Returns :—</i> { Of a unit (in triplicate) } 2 copies for War Office. { Of details (in triplicate) } 1 copy to be retained. Certificate for unaccompanied families entitled to free conveyance.
A.F.—O 1816. A.F.—A 2. A.F.—A 2. Certificate. Manuscript. Manuscript. Manuscript. Manuscript.	T. T. T. T. T. T. T. T.	Claims for command and additional pay. Investigation of complaints. See para. 1630. Losses of stores and bedding. See paras. 1614-15. On change of C.Os. See para. 1635. After cases of infectious disease. See para. 1641. Roll of officers placed on duty with troops. See para. 1662. Expenditure for benefit of troops. See para. 1613. Nominal roll of furlough men, and addresses. Ledger of stores placed on board (Indian transports). See para. 1499.
Vouchers.	T.	Receipt and delivery; arms, &c. Equipment Regulations, Part I.
Admiralty Form T. 106.	T.F.	Voyage report (3 copies. At Indian ports 5 copies).

TO MASTER OF THE SHIP.

<i>Admiralty Forms.</i> T. 106. T. 109. T. 261. T. 201. T. 202. T. 203. T. 190. Certificate. A.F.—A 2.	T.F. T.F. T.F. T.F. T. F. F. T.F. T.	Voyage report. Disembarkation return (in duplicate) for troops to and from colonies. Disembarkation return (in duplicate). For troops to and from India and ports en route in vessels on Indian troop service. Messing certificate. Ration certificate (when owners supply provisions). Freight certificate. Number of invalids conveyed under charge of ship's surgeon. That all baggage, &c., has been removed. See para. 1660. Board on losses of stores, bedding, &c. (copy) See paras. 1614-15.
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TO WAR OFFICE.

Telegram.	F.T.	Notifying arrival at home of ship with troops (if not at port where there is a garrison). See para. 1661.
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RETURNS TO BE RENDERED BY THE MASTER OF SHIP TO O.C. TROOPS ON BOARD.

<i>Admiralty Forms.</i> T. 122. T. 290.	T.F. T.	<i>Lists of losses—</i> Of government stores in charge of the master (in duplicate). See para. 1645 (l). Of shipowners stores. See para. 1644. Government mess utensils in Indian Troop Service transports (in duplicate). See para. 1645 (l).
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Returns for troops disembarking in India are rendered in accordance with the Instructions for Guidance of Officers arriving with British troops at Bombay and Karachi.

The Medical Officer in Charge will render returns in accordance with the instructions contained in the Regulations for Army Medical Services.

Disposal of Detachments Arriving from Abroad.

1654. Details arriving from abroad will be disposed of as follows:—

- | | |
|---|---|
| Transfers,
&c. | (i.) Transfers, other than to the reserve, will be sent to their respective destinations. |
| Invalids. | (ii.) Invalids and their families will be sent to the Royal Victoria Hospital, Netley, except those landing in the Thames or at Liverpool, who will proceed to Woolwich. |
| Reservists,
&c. | (iii.) Time-expired men and men for transfer to the reserve will be dealt with in the command in which they disembark. Those arriving with their unit, however, will proceed with it to its destination unless, in view of their intended places of residence, unnecessary travelling is involved, in which case arrangements will be made in the command where they disembark. Discharges and transfers to the reserve of men landing at Southampton will be carried out at the discharge dépôt, or in the case of men admitted to hospital at Netley by the P.M.O., and in other commands as arranged by the G.O.C.-in-C. |
| Disposal;
where
carried out. | (iv.) Lunatic soldiers will be sent to Netley. Lunatic women will not be sent to Netley or to any military station. If they have no homes to be sent to, or friends to take charge of them, they will be handed over to the authorities of their own parish. Pending arrangements for this purpose, the G.O.C. at the port of disembarkation will make local arrangements for their safety. See para. 406. |
| Lunatic
soldiers and
women. | (v.) Soldiers' orphans will be sent to Netley. Widows will be sent direct to their homes. |
| Orphans,
widows. | (vi.) Soldiers with invalided wives will accompany them to their destinations. |
| Men with
invalid
wives. | (vii.) Men sent home for discharge on conviction of having made a false answer on attestation, or for discharge with ignominy, or as bad characters whose term of detention has expired, will be discharged immediately on landing by the G.O.C. at the port, their accounts being settled by the accountant ordered to perform the duty. |
| Men for
discharge
as bad
characters. | (viii.) Soldiers under sentence for discharge, whose terms of imprisonment or detention have not expired, will be disposed of in accordance with paras. 613, 615, and 616. |
| Soldiers
under
detention. | (ix.) Military convicts and soldiers under sentence arriving without proper papers to admit of their removal to a prison or detention barrack, will be detained in military custody until the arrangements laid down in the Army Act have been made for their removal. Other military convicts and soldiers under sentence will be disposed of as directed in paras. 605 and 613. |
| Convicts and
soldiers
under
detention. | (x.) Parties of R.A.M.C. disembarked from duty on board ship, as well as details arriving on relief from abroad, will, failing other instructions, be sent to the dépôt at Aldershot, those of the A.V.C. to the dépôt at Woolwich. |
| R.A.M.C.
and
A.V.C. | (xi.) Men who arrive home prior to completion of their colour service will be dealt with in accordance with instructions from the record office concerned. |
| Disposal of
transfers to
home unit. | |

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1655. In the case of details the following officers will be required to remain until the disembarkation is complete:—

C.O., adjutant and quartermaster; officers with sections of time-expired men, invalids, and transfers, &c., who are not to quit their

parties until they have delivered them over at their destination and received permission to depart; the medical officer in charge during the voyage; and, when there are over 120 invalids, one medical officer in addition, with a third medical officer when the number exceeds 200.

1656. An officer i/c a party proceeding long distances by rail will be responsible for the provision of refreshments for his men on the journey. Refreshments for long journeys.

1657. An O.C. a detachment of invalids will obtain from a medical officer a certificate that the men for whom conveyance by cab is required are unable to march. Invalids by cab.

1658. The heavy baggage of units on being landed will be collected at a spot near the railway trucks, into which it will be loaded after the Customs' examination. The O.C. a unit will order a representative of the quartermaster, and of each mess, institution, company, &c., and all officers' servants to attend with keys. N.C.O.s and men (not on duty) who have boxes, will attend to have them examined. Disposal of units' heavy baggage. Customs examination.

1659. The heavy baggage of officers, except those with units will be taken for clearance into the Customs' shed. An officer will, unless prevented by duty or illness, personally attend to the clearing of their baggage. In the event of an agent being deputed, a signed declaration will be given to him, clearly showing the number and description of packages. Individual officers' heavy baggage.

1660. The O.O. of the troops and another military officer will, before quitting the ship, sign a certificate in the following form and deliver it to the master:— Certificate as S.O. before disembarking.

"This is to certify that I have been round the ship with and that no baggage, arms, nor accoutrements of any description belonging to the troops are left on board.

Military Officer.

"I have made full inquiry respecting the baggage, &c., of the disembarked from this ship, and find no complaints.

Officer in command of Troops.

"Dated on board _____ at _____ of _____ 19 ____ on the _____ day

1661. After the troops have disembarked, the O.C. troops and the staff officer in charge will inspect the troop decks, &c., to see that they have been cleaned to the satisfaction of the master, who will accompany them. Inspection of decks.

Mounted Troops, and Horses.

1662. The following instructions apply chiefly to long voyages. When the troops will only be one or two nights at sea, the arrangements are liable to modification. Regulations applicable to long voyages.

1663. Previous to embarkation, all horses will be inspected as to fitness and freedom from infectious or contagious diseases. Horses will, as far as practicable, be newly shod, fore and hind, before embarkation. Horses for embarkation.

1664. As troop horses may be required for service soon after landing, they will be embarked in good, hard, working condition. The strictest attention will be paid to the state of their digestions, but they may be fed and worked as usual up to the day previous to embarkation, when sloppy half-and-half mashies will be given. If the horses are walked on board they should be watered and fed with corn previous to embarking, and given hay Treatment before embarkation.

immediately they are put in the stalls. If they are slung on board they should not be watered and fed for two hours previously. Shoes will not be removed.

Party to place horses in stalls.
Stable guard.
Saddlery and harness.

1665. An officer and six men per company, &c., will receive the horses on the stable deck and place them in their stalls. A stable guard will be told off as soon as the men have embarked.

1666. Saddlery, &c., will be brought on deck at least once a week for cleaning. On a long voyage it will be put in dubbing, and steel appointments oiled before being packed up.

Mounted men's duties.

1667. On arrival abreast the ship, horses will be unsaddled, or unharnessed, and the ship's halters, which should be laid out ready beforehand, will be put on under the head collars. Farriers will inspect the shoes while saddlery and harness are being fastened in bundles for carrying on board. Dismounted men will on arrival be told off into messes and after stowing away their arms, kits, &c., and putting on fatigue dress, will relieve the mounted men, who will then be similarly told off to messes, &c. The mounted men will then carry the harness, &c., on board, handing them over at the harness room to a party told off to stow them. They will then embark their horses, while the dismounted men embark baggage, vehicles, &c. Articles required first on landing will be put on board last.

Dismounted men.

Ammunition, vehicles, &c.

1668. Vehicles of all arms of the service will, whenever possible, be hoisted in loaded, and without being dismounted. As however, the storage of explosives on board ship is arranged for by the Admiralty officials, instructions as to the disposal of ammunition and other explosives are given in the Admiralty Transport Regulations.

Embarking horses—gangways.
How placed in stalls.

1669. When horses are walked on board, each man will, in the case of the cavalry, lead his own. Coir mats or straw will be laid along gangways and decks. Horses will be led in close succession, and without any check being allowed, in such order that those which stand together in stables may be neighbours on the ship. A separate party will be told off to fasten up the horses. The far stalls will be filled up first. The parting bars will be at once placed. Kickers will, when possible, be put in end stalls.

Securing horses in stalls.

1670. Horses will be fastened up by the ship's head collar, and the company, &c., commander, with the farrier, will see that all the horses are secured. The ordinary head collar may be left on or not, as thought advisable; but it will not be used for fastening the horse. The horse's head will be tied rather short at first. When mules are embarked, chain collar shanks, instead of rope, will be used. The bridoon and head-rope will be removed and kept by the soldier with his kit.

Slinging generally.

1671. As a rule, horses do not require to be slung when on board ship. In the few cases in which this is necessary, the hammock should hang three or four inches below the horse's belly, so that he can rest himself in it when he likes. A supply of empty cornsacks will be placed on board; when stuffed with refuse hay they make excellent pads for the protection of injured and exhausted horses. They will be securely tacked to the stall stanchions or parting bars. All breast rails are interchangeable, parting bars only being numbered.

Spare stalls.

1672. At least five per cent. of spare stalls will usually be left in horse transports, half on each side. The horses can then be shifted, cleaned, rubbed over, and their feet washed, and this will always be done when weather permits. Hand-rubbing legs and

Grooming.

sponging eyes and nostrils are of the greatest consequence to the well-being of the horse, and will be carried out daily. Clean sea water will be freely used for sponging the nostrils, lips, docks, and mangers. Fine cinders will be sprinkled under each horse to give him firm hold.

1673. Attention will be paid to cleanliness. Dung Cleanliness. will be taken away in the baskets provided for the purpose and not swept into the scuppers. The "rose-heads," provided to prevent the scuppers from becoming choked, will not be removed.

1674. Ventilation is of importance for the maintenance of health. Attention will be paid to seeing that the machinery for the purpose is kept in working order. Ventilation.

1675. When possible, horses will be brought on deck for exercise. The importance of exercise as a means of maintaining condition and preserving health, as well as preventing fever in the feet after landing, cannot be over-estimated, and every effort will be made to ensure it. Exercise.

1676. In rough weather, or on the occurrence of "Fire," as many men as can be spared will be directed to stand at the horses' heads. Rough weather.

1677. Loose boxes are provided for sick horses, and there are portable boxes, by means of which horses can be sent on deck for an airing. Loose boxes.

1678. The scale of rations is given in the Regulations for H.M.'s Transport Services, but the proportions of the articles may be varied. The amount of the corn ration will not exceed a proportion of half and half. If, however, many horses get sick, or exercising is impossible, it is a good measure generally to reduce the oat ration and give more bran. Mangers will be taken off when not required, and laid down in front of the horses. When mangers are not provided, the horses will be fed with oats from the nose bag, and with hay by hand or out of a hay net. Scale of rations. Mangers.

1679. Horses should get at least eight gallons of water daily, and be watered at least three times, and more frequently in hot weather. Watering.

1680. *Morning Stables.*—Raise platforms, rake and sweep the stalls well out, and sprinkle disinfectants. Water the horses and sponge nostrils, eyes, &c. Then feed as ordered. Stable duties.

Midday Stables.—Shift horses into spare stalls and on to the deck when practicable—pick and wash out feet, examine shoes, and fasten any loose ones. Groom the body, brush and hand-rub the legs, brush out mane and tail, and sponge nostrils and face, clean stalls, raise and clean platforms, the deck underneath being dried, and disinfectants used. When horses are clean, water, and then feed as ordered. After dinner the horses will be fed with hay for an hour.

Evening Stables.—Rake stalls well out, sweep up, sponge nostrils, &c., as in morning stables, hand-rub legs, water, and then feed as ordered. Stablemen afterwards feed horses with remaining portion of hay.

1681. Disembarkations are carried out in a similar manner to embarkations. Disembarkations.

1682. It is better to get everything belonging to men and horses out of the ship before the horses are landed, as the men have not then to quit their horses after disembarkation. The ordinary head-stall and bridoon will be put on before horses. General arrangements.

are disembarked. When horses have to be alung out of the vessel the ship's head collar will also be kept on until the horses are on shore. Straw or sand will be laid on the wharf for the reception of the horses. The horses are apt at once to fall on their knees unless carefully held up.

Veterinary
inspection of
horses on
disembarka-
tion.

1683. A horse disembarked in the United Kingdom will not leave the dock premises until it has been inspected by a government veterinary surgeon, and certified to be free, or otherwise, from infectious or contagious disease. This certificate will be produced before any horse can be admitted to barrack stables.

If certified sick, the horse, if landed in the Port of London, will be sent to the station veterinary hospital at Woolwich ; and if landed elsewhere, to such accommodation as may be specially arranged locally. The disembarking staff officer will notify the P.V.O. of the command when any horses are arriving, in order that arrangements may be made for their inspection.

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XII.—DRESS, CLOTHING, EQUIPMENT, MEDALS AND DECORATIONS.

DRESS, CLOTHING AND EQUIPMENT.

General Instructions.

1691. A C.O. is forbidden to introduce or sanction any un-^{Dress, clothing and equipment.} authorised deviation from the sealed patterns of dress, clothing, equipment, and badges.

He will be responsible for the cost of replacing or restoring to the approved pattern any articles worn in his unit which may be found not in conformity therewith.

1692. A soldier will not leave his quarters unless properly dressed, and he will not smoke in the streets when on duty. ^{Smoking in the streets.}

It is the duty of all officers, warrant officers, and N.C.Os. to ^{Soldiers' dress.} report irregularities of dress or misdemeanours of soldiers whether on pass or furlough to the men's C.O's, whether the men belong to their own corps or not.

The orders of dress as laid down in tables A and B (see ^{Orders of dress.} pages 277-9 and 281) are to be observed and read in connection with the dress, clothing and equipment regulations and the following instructions.

1693. The wearing of any unauthorized ornament or emblem, ^{Ornaments and emblems.} when in uniform, is forbidden, unless express permission has been granted.

In Irish regiments all ranks are authorized to wear a sprig of shamrock in their head-dress on St. Patrick's day. This emblem may also be worn on that day by Irishmen serving in other units.

1694. Uniform will be worn by all ranks while on duty. It is ^{Wearing of plain clothes.} left to the discretion of the G.O.C to permit plain clothes to be worn by officers, warrant officers, and N.C.Os. not below the rank of colour-serjeant, when not on duty, and by other ranks for purposes of recreation.

Permission may also be given by a C.O. to N.C.Os. below the rank of colour-serjeant and men of good character, when on furlough or pass,* to dress in plain clothes. Such permission will be entered on the furlough form or pass, and will be initialled by the officer granting it.

1695. The forage cap will not be worn with service dress, ^{Forage cap.} unless specially ordered as a distinguishing mark between opposing forces. Forage and service dress caps will be placed evenly on the head. The hair of the head will be kept short. The chin and under-lip will be shaved, but not the upper lip. Whiskers, if worn, will be of moderate length. ^{Growth of hair, &c.}

1696. When the full dress head-dress is worn on duty, the chin chain, or strap, will be worn at the point of the chin and sufficiently short to prevent it from slipping underneath, except that in the R.H.A. it will be worn under the chin. With the home pattern helmet, the chain may be hooked up when worn off duty, and on duty when side arms only are carried. ^{Full dress head-dress.}

* Railway companies make the wearing of uniform a condition upon which cheap tickets are issued to soldiers proceeding on furlough or pass.

- Watch chains.** 1697. In uniform, watch chains and trinkets are not to be worn in such a manner as to be seen.
- Pistols.** 1698. Pistols will be carried on active service, or when specially ordered, by all ranks for which they are the regulation equipment. A special pattern is not laid down for officers, but all pistols must carry government ammunition.
- Shoe cases.** 1699. In-mounted units in marching order, on active service, and when ordered, shoe cases of all ranks will be packed.
- Great-coats.** 1700. Equipment will be worn over the great-coat. Great-coats will be worn by officers on duty when the men parade in them. When carried rolled—by dismounted officers of foot units—they will be attached to the web sling. They will be carried “en banderole” over the left shoulder by mounted units on dismounted parades and duties, on guard, and on change of station.
- Mourning.** 1701. A C.O. may allow great-coats to be worn when necessary. 1702. An officer or warrant officer in uniform, when in mourning, is to wear a band of black crape $3\frac{1}{2}$ inches wide, round the left arm above the elbow. It will not be worn at levées or at Court except when the Court is in mourning.
- Glasses.** 1703. Glasses may be worn by all ranks on or off duty.

Officers.

- Uniform when on leave.** 1704. An officer on leave from abroad is to be in possession of uniform, for use if detailed for duty in this country, or on the return voyage. An officer while in foreign countries is not to wear uniform without having obtained the permission of His Majesty's representative, which will only be granted when he is employed on duty, or attending Court, or at state ceremonies to which he has been invited. Permission to wear uniform at foreign manœuvres can only be obtained from the War Office.
- Head-dress of officer.** 1705. An officer on leave from or under orders for a station abroad may wear the foreign pattern head-dress.
- Fancy dress balls.** 1706. Regulation uniform must not be worn at fancy dress balls, but there is no objection to military uniform of obsolete pattern being worn on such occasions.
- Swords and scabbards.** 1707. The following rules are to be observed as to the manner and times of wearing certain articles:—
(i.) Swords will be carried on parades and duties unless otherwise directed. They will not be worn on board ship, at mess, stables, or by infantry company officers on active service and manœuvres.
Swords of mounted officers will be carried on the saddle in all mounted orders of dress other than review order.
The scabbards of officers of dismounted units in review order are to be hooked up by those who wear the waistbelt over the tunic and carried in the left hand by other officers.
The scabbard will be carried in the left hand by mounted officers when on dismounted duties.
In review order the web sword belt will be worn under the tunic. Officers carrying colours may wear it over the tunic and under the sash with the sword hooked up. The sword belt will be worn over the frock coat.
(ii.) Jack spurs will be worn with butcher boots; box spurs with Wellington boots. They will not be worn (a) on parade by majors and brevet majors of dismounted units unless these officers are performing mounted duties, (b) on board ship, (c) by officers

inspecting armaments or magazines, (d) by mounted officers performing dismounted duties.

(iii.) Whistles will be carried when on mounted duty with troops and by dismounted services in marching and drill order. Whistles.

1708. An officer proceeding on active service will not take full dress or mess dress. Dress on active service.

Service dress or khaki drill and mess dress will be worn on transports.

An officer on full pay attending manoeuvres, field training, camps of exercise, and experiments at schools of instruction, is to wear uniform.

1709. An officer who is not on the staff is not to wear the staff uniform or distinctions except, with special authority, when temporarily performing staff duty. Acting staff officers.

1710. An aide-de-camp to the King will wear the prescribed uniform on all occasions when His Majesty is present in State, at levees, and when on duty as King's aide-de-camp at field days and other military ceremonies at which His Majesty is present. Aides-de-camp to the King.

TABLE A. ORDERS OF DRESS—OFFICERS.

Review Order	No. 1.	Full Dress.
Dress.	Occasions when to be worn.	
<p style="text-align: center;"><i>At home.</i></p> <p>Full dress head-dress and tunic.</p> <p style="text-align: center;"><i>When mounted.</i></p> <p>Pantaloon. Butcher boots.</p> <p style="text-align: center;"><i>When dismounted.</i></p> <p>Trousers. Wellington boots.</p> <p>On guard duties infantry officers will carry great-coat, haversack and water-bottle</p> <p>When the order is "Staff in blue," the staff will wear the frock coat.</p> <p>White leather gloves (black in Rifle regiments) will be worn in review order.</p> <p style="text-align: center;"><i>Abroad.</i></p> <p>White clothing may be worn under the authority of the G.O.C. On ceremonial occasions, when not on duty with troops, the khaki helmet with white cover or a white helmet, staff plume, spike, or ball and cup, chin-chain, white puggaree and badge, is the full dress head-dress.</p> <p>When parading with troops, the helmet will be worn with chin strap, button, badge, and puggaree only.</p> <p>When the order of dress is "Staff in blue," plumes will not be worn with the white helmet.</p>	<p>(a) State ceremonies. That is when the Sovereign or the representative of the Sovereign is present; on the parade in celebration of the birthday of the Sovereign; or when specially ordered on the occasion of any parade or ceremony or entertainment at which a member of the Royal Family is present.</p> <p>(b) Royal escorts.</p> <p>(c) Guards on royal residences.</p> <p>(d) Guards of honour.</p> <p>(e) Guards in London, Edinburgh and Dublin and as ordered by the G.Os.C. and on garrison duties.</p> <p>(f) General courts-martial.</p> <p>(g) Church parades.</p> <p>(h) Ceremonies and entertainments when it is considered desirable to do special honour to the occasion.</p> <p>Official or public balls, dinners, luncheons or breakfasts, and evening receptions as may be specially ordered.</p> <p>(i) Funerals.</p>	

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ORDERS OF DRESS—OFFICERS—*continued.*

Marching Order. No. 2. Service Dress.

Dress.	Occasions when to be worn.
<p><i>At home.</i></p> <p>The staff will wear undress uniform (patrol jacket).</p> <p>At manoeuvres, black leather leggings and ankle boots instead of butcher boots.</p> <p>(Brown leather leggings will be worn with the drab service dress.)</p> <p>The following articles will be carried by regimental officers:—</p> <p>Haversack, water-bottle, field-glasses or telescope, pocket book, A.B. 153, compass, great-coat or waterproof sheet.</p> <p>Brown leather gloves (Rifles, black gloves) will be worn in marching order.</p> <p><i>Abroad.</i></p> <p>The khaki helmet takes the place of the service cap.</p>	<p>Training.</p> <p>Manœuvres.</p> <p>Marches.</p> <p>Inspections.</p> <p>As may be specially ordered.</p>

Drill Order. No. 3. Service Dress.

<p><i>At Home.</i></p> <p>The staff will wear undress uniform (patrol jacket) and, if mounted, butcher boots.</p> <p>The following articles will be carried when ordered:—</p> <p>Field-glasses. Haversack. Water-bottle.</p> <p>Great-coat or waterproof sheet.</p> <p>Brown leather gloves (Rifles, black gloves) will be worn.</p> <p><i>Abroad.</i></p> <p>The khaki helmet takes the place of the service cap.</p>	<p>Divisional and brigade parades as may be ordered.</p> <p>All ordinary drills, riding school, regimental duties and examinations for promotion.</p> <p>Regimental courts - martial, courts of inquiry and boards.</p>
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Mess Order. No. 4. Mess Dress.

<p>Dining at naval or military messes and with G.O.C. or flag-officer of the navy unless full dress is ordered, and at naval and military evening dances and entertainments.</p> <p>Will not be worn at manoeuvres.</p>

Undress Order. No. 5.

<p>Swords will be worn on duty, and as the occasion may require when not on duty.</p> <p>Forage cap.</p> <p>Frock coat (Rifles, patrol jacket; Highland regiments, white or red drill jackets.)</p> <p>Trousers.</p> <p>Sword belt, girdle or sash.</p> <p>Wellington boots.</p> <p>White gloves (Rifles, black gloves).</p>	<p><i>When on duty.</i></p> <p>At district courts-martial; district, garrison and special courts of inquiry, and boards.</p> <p><i>When not on duty.</i></p> <p>At afternoon naval and military dances and receptions in garrison or on board naval ships; and on other occasions when not on duty with troops for which no special order of dress is laid down.</p>
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Horse-Furniture—Officers.

Officers horse-furniture will include the head-robe in all orders of parade. On active service, and when specially ordered, mess tins, nose bags, picketing-gear, and surcingle pads will be carried.

Branch of service.	Review order.	Marching order.	Drill order.
Staff	Saddle. Bridle complete. Wallets (general officers wear the gold lace flounce over the wallets and saddle-cloth, except when "Staff in blue" is the order of dress). Great-coat when ordered carried behind the saddle.*	As for review order, but with field-glasses on off side and shoe case on near side of saddle, and without gold lace cover, flounce, and saddle-cloth, for general officers. Great-coat, rolled, behind saddle.*	As for marching order, but no great-coat unless ordered.
Cavalry	Saddle. Bridle complete. Wallets. (in dragons and hussars). The great-coat to be carried behind the saddle when ordered.	As in review order, but no lance-bucket, leopard or lamb skin or horse plume. Field-glasses on off side of saddle. Great-coat, rolled, behind saddle. Nose bag. Packed shoe case.	As in marching order, but no great-coat or nose bag unless ordered by the officer ordering the parade. Horse plumes to be worn by dragons and hussars.
B. A.	As for cavalry, without horse plumes.	As for cavalry, but with field-glasses carried on the person.	As for review order, but without lambskin.
R. E.— R. E. Field Units Other officers	As for cavalry, without horse plumes. As for infantry.	As for cavalry. As for infantry.	As for marching order.
Infantry... .. R. A. M. C. A. O. D. Army Pay Department	Saddle. Bridle complete. Wallets. Great-coat behind the saddle.*	As for review order, but with field-glasses on off side and shoe case on near side of saddle, and great-coat, rolled, behind saddle.*	As for marching order, but no great-coat unless ordered.
A. S. C.— Transport Companies Other officers Army Veterinary Ser. vice	As for cavalry, without horse plumes. As for staff.	As for cavalry. As for staff.	As for marching order. As for staff.

* Officers permitted to use the hunting saddle will carry the great-coat rolled, over the wallet.

Soldiers.

Dress on
duties not
under arms
and off
duty.

1711. On detached duties not under arms, and when off duty out of barracks or when on furlough or pass at home stations, review order will be worn, with forage cap or glengarry in place of full dress head-dress, and with waistbelts without side arms (except when on furlough side arms will be worn by serjeants of all arms in corps which wear such, and by corporals of foot guards, when off duty). Gloves will be worn in winter months. In the mounted services the sword belt will be worn only by those units in which it is worn over the tunics. A soldier when walking out, when on pass or furlough, or when employed on orderly duty, will wear his waistbelt over his great-coat when the latter is worn. This does not apply to those who wear belts with slings.

Cycling.

A soldier may wear service dress when cycling for recreation.

Cap lines.

Cap lines will be worn by men of units for which they are regulation dress.

Drummers and buglers are not to wear bugle strings as cap lines.

Man on pass
or furlough.

1712. A soldier going on pass or furlough will not take any arms or accoutrements except the waistbelt.

1713. The following instructions will be observed :—

Arms and
equipment
how carried.

(i.) Rifle, sword, bayonet, waistbelt and frog will be carried on parade in all orders of dress, by corps equipped with them, but on dismounted duties mounted men will carry only such arms as may be ordered. In mounted services, buff sword and waistbelts will be worn in review order only. In other orders of dress, swords will be carried, edge to the rear, in frogs on the saddles. The lance will be carried only on escort duty, at reviews and other ceremonial parades.

Sash.

(ii.) The infantry sash is to be worn over the right shoulder, except in the Somersetshire Light Infantry, in which regiment it will be worn over the left shoulder. A serjeant will wear the sash in review order, and when walking out, but not outside the great-coat.

(iii.) Pouch belts will be worn over the left shoulder.

Canvas suit.

1714. The canvas suit is to be worn at recruits' drill, and on all fatigues in barracks or camp, and on all occasions when its use will save the men's clothing. In cold weather it may be worn over, and in warm weather without, the service dress.

Wood-soled
shoes.

1715. Men of mounted units are to wear at stables when quartered in barracks the wood-soled shoes provided for the purpose.

Cleaning
black
pouches.

1716. Black pouches are not to be cleaned with jet or other composition ; blacking only is to be used.

TABLE B.
ORDERS OF DRESS—SOLDIERS.

Review Order. No. 1. Full Dress.

Occasions when to be worn.	Remarks.
<p>(a) State ceremonies. (b) Royal escorts. (c) Guards on Royal residences. (d) Guards of Honour. (e) Guards in London, Edinburgh and Dublin, and as ordered by G.O.C. and on garrison duties. (f) General and district courts-martial, garrison boards, and courts of inquiry. (g) Church parades. (h) Funerals. (i) As may be specially ordered.</p>	<p>MOUNTED TROOPS.</p> <p><i>When mounted.</i> Pantaloons, knee boots, jack spurs, clasp knife and lanyard.</p> <p><i>When dismounted.</i> Trousers, Wellington boots and swan-neck spurs.</p> <p><i>Horse Furniture, &c.</i> Saddle and bridle complete, with head rope. Wallets (household cavalry only) and shoe cases (except R.A.) unpacked. Haversack and water-bottle. } when ordered. Nose bag. } Great-coat rolled on the saddle. }</p> <p>DISMOUNTED TROOPS.</p> <p>Great-coat on back of belt. } when ordered. One cartridge pocket. } Haversack and water-bottle. }</p> <p><i>Abroad.</i> Colonial serge frock will take the place of the tunic. White clothing may be worn under the authority of the G.O.C.-in-C. The helmet with white cover and badge will be the full dress head-dress.</p>

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Marching Order. No. 2. Service Dress.

<p>(a) Active service. (b) Manœuvres. (c) Field days. (d) Marches. (e) Inspections. (f) Guards, when full dress is not worn. (g) Fort manning for R.G.A. (h) Change of station. (i) As may be specially ordered.</p>	<p>ALL TROOPS.</p> <p>(h) Full dress head-dress (unplumed). Haversack, water-bottle, and bandolier. Sam Browne belt for those for whom it is the regulation equipment.</p> <p><i>Mounted troops.</i> Great-coat } On the horse. Mess tin } (h) Knee boots. Clasp knife and lanyard.</p> <p><i>Horse Furniture.</i> Saddle and bridle complete with head rope. Shoe cases (except R.A.) packed. Nose bag. Heel rope.</p> <p><i>Dismounted troops.</i> Full equipment.</p> <p><i>Abroad.</i> The khaki helmet takes the place of the service dress cap.</p>
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Drill Order. No. 3. Service Dress.

<p>Divisional and brigade parades as may be ordered. All ordinary drills. Riding school and regimental duties. Regimental courts-martial, courts of inquiry, and boards. Escorts.*</p>	<p>Sam Browne belt for those for whom it is regulation equipment. Two cartridge pockets on waistbelt. Bandolier. Haversack, water-bottle and } when ordered. great-coat on belt. }</p> <p><i>Abroad.</i> The khaki helmet takes the place of the service dress cap.</p>
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* With side arms only.

Equipment.

Preservation of water-bottles. 1717. Water is not to be kept in the water-bottle when the bottle is not in use. The Italian pattern bottle, however, requires periodical soaking to prevent it from becoming too dry.

Haversack. 1718. The haversack will be worn over the right shoulder, except by men of the R.H.A. and R.F.A., and mounted men of the R.E. and A.S.C., who will wear it over the left shoulder. The sling will be worn under the waistbelt, the haversack hanging outside the side arm with the top below the lower edge of the belt (in line with the top of the bayonet scabbard, if side arms are worn). If carried in review order the haversack sling will, when the belt is worn under the tunic or jacket, be shortened so that the top of the haversack is 4 inches above the elbow.

The haversack will be worn by all ranks in marching order ; on other occasions it will be carried only when ordered for use, and is not to be worn rolled up.

Squad-bags. 1719. On the line of march the soldier should have in his possession the spare field kit—the surplus kit being carried in the squad-bags or kit-bags at the public expense. Squad-bags are to be returned into store on embarkation for India.

Transfers of arms, &c. 1720. When soldiers of cavalry and infantry are transferred from one squadron or company to another, in the same regiment or battalion, their arms and accoutrements are to be transferred with them.

Small-Arm Ammunition.

Service ammunition time of peace 1721. In time of peace, service ammunition is not to be carried in the men's pouches, ammunition pockets or bandoliers, unless the G.O.C.-in-C. considers it necessary.

Guards and escorts. 1722. Guards and escorts (except escorts for soldiers in custody), and parties detached in aid of the civil power, will have the requisite ammunition served out to them before going on duty. This supply is to be collected in the presence of an officer after the duty has been performed, and returned into the magazine.

Inspection when in men's pouches. 1723. When ammunition is in possession of the men, it is to be inspected at the daily morning parade by an officer, and any loss or damage is to be reported. Before blank ammunition is delivered to the men, officers will ascertain that no ball ammunition remains in the pouches, pockets or bandoliers.

Units moving. 1724. A unit moving from one station to another will take with it only the quantity of ammunition required to provide a sufficient guard with 20 rounds per man, unless otherwise specially ordered by the G.O.C.-in-C. Any additional ammunition in charge of the unit will be handed over to the chief ordnance officer at the station.

An officer to attend issue from or return to store. 1725. Whenever ammunition is issued from, or returned to store for, or by, the troops at the issuing station, an officer of the unit will attend.

Regimental issues. 1726. The issue of ammunition from the regimental or depot magazine is to be made by the quartermaster or other responsible officer, and he is not to entrust the key of the magazine to anyone. An officer is to attend on such occasions to receive the ammunition, and receipts are to be given by the company, &c., commander, who is responsible for the care and expenditure of the quantity he receives.

1727. All ammunition in regimental charge is to be inspected at least once a month by the C.O., who will see that it is deposited in a place of safety. Printed instructions are posted up in all regimental magazines. Inspection of ammunition in store.

1728. As damage may be done to rifles by the use of unsuitable ammunition, the C.O. is to forbid the use of any ammunition, whether ball, blank, or dummy, except that provided by government. Government ammunition only to be used.

1729. When ammunition is found to be defective, the date of manufacture marked on the box is to be noted. The rounds complained of, with their wrappers or card boxes and further samples from the same box, and the arms with which failure occurred, will be examined locally as far as possible. The G.O.C.-in-C., will, if necessary, forward the above, with précis of information, direct to the chief inspector, Woolwich, who will pass his report, with his remarks, to the War Office, should he consider the matter important; otherwise, he will report to the station direct. Should it be found necessary to send a box, or boxes, of ammunition, they should be sent through the assistant director of ordnance stores, Woolwich Arsenal. The arms are to be kept available for special inspection if ordered. Report to be made of defective ammunition.

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MEDALS AND DECORATIONS.

General Instructions.

1730. The Army Order notifying the award of a medal for active operations will include instructions as to the nominal rolls of the individuals entitled to the medal. The nominal rolls will be prepared by units in triplicate, on forms to be obtained from the War Office, and forwarded to the officer i/c records, who will transmit them to the assistant director of ordnance stores, Woolwich Arsenal. When the medals are ready for issue, the nominal rolls will be returned from Woolwich to the officers i/c records, for the latter to show on the rolls what has become of individuals no longer serving with the unit in which the medal was earned. The completed rolls will be returned to Woolwich, and the medals issued as follows:— Grant and issue of medals.

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- (i.) Medals of individuals still serving with the unit. } to the O.C. unit.
- (ii.) Medals of individuals who have left the unit. } to the officer i/c records of the corps.

An officer receiving medals under (ii.) will forward them to the individuals for whom they are intended, subject to paras. 1758 and 1759 as regards insane and deceased soldiers. If medals cannot be delivered (as in the case of men whose addresses cannot be ascertained) they will be retained by the officer i/c records for custody and for issue, if subsequently applied for.

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1731. Letters containing medals are to be registered and receipts should be obtained from the persons to whom they are sent. Letters containing medals to be registered and receipts obtained.

1732. Instructions concerning the wearing of medals, decorations, and miniature medals by officers are contained in the Dress Regulations. Wearing of medals and decorations.

Medals and decorations will be worn by other ranks with the full dress coat, in the order prescribed for officers in the Dress Regulations. On other coats ribbons only will be worn.

Wearing medals earned in former service.

1733. A soldier irregularly enlisted while belonging to the army reserve and retained with the colours upon his last attestation, may be allowed to wear medals awarded for service under his previous attestation.

Wearing of ribbon pending issue of medal.

1734. When the grant of a medal has been notified in Army Orders, and medal rolls have been transmitted to the officer i/c records, the G.O.C.-in-C. may, pending the issue of the medal, authorize the wearing of the regulation ribbon by all ranks whose names are entered on the rolls. The ribbons will be issued free from the Royal Army Clothing Factory, but indents will not be made until it has been notified that the ribbon is ready for issue.

Custody of medals during active service.

1735. When troops proceed on active service, the medals of N.C.O.'s and men will be dealt with as follows :—

- (i.) In the case of men serving abroad, they will be placed in safe custody under arrangements sanctioned by the G.O.C.-in-C.
- (ii.) In the case of men proceeding from home, they will be sent to officers i/c records.

In both cases the medals will be accompanied by nominal and descriptive lists.

When reservists rejoin the colours on mobilization their medals will be similarly dealt with.

A special note is to be kept of all reservists entitled to wear medals, but who rejoin without them, in order to prevent replacement claims being made on demobilization.

Medals are never to be placed in store attached to tunics.

1736. When troops proceed or return from abroad all medals and decorations of soldiers are to be handed over to O.C. troops on board for safe custody during the voyage.

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Medals of absentee.

1737. Medals left behind by a soldier who absents himself without leave, and is declared by a court of inquiry to be illegally absent, will be forwarded to the officer i/c records. If the man does not rejoin within 10 years, the medals will be disposed of as unclaimed medals.

Record of receipt and disposal of medals.

1738. An officer in charge of medals will arrange for their safe custody, and will keep a book showing (i.) the regimental numbers, ranks, and names of the men whose medals are placed in his charge ; (ii.) the service for which the medals were granted ; (iii.) the date and cause of their being taken in charge, and (iv.) the date and manner of their disposal.

Disposal of unclaimed medals.

1739. Medals which, at the end of 10 years, still remain unclaimed, will be sent to the India Office (if granted for Indian service), or to the assistant director of ordnance stores, Woolwich Arsenal (if granted for other service), to be broken up.

Entries in documents.

1740. The grant, forfeiture, and restoration of medals will be recorded on the fourth page of a soldier's attestation, and, when medals are issued to a man after he has left the colours, the officer i/c records will enter the grant in the man's discharge or transfer documents and in his parchment certificate of discharge or transfer to army reserve.

Victoria Cross, Distinguished Conduct Medal, and Meritorious Service Medal.

1741. Recommendations for the Victoria Cross, distinguished conduct medal, and meritorious service medal, accompanied by descriptive returns, records of service, and statements of service abroad or in the field, and of the wounds and distinctions of those recommended (A.F.—B 200), will be addressed to the War Office. Recommendations for a medal with annuity should, in addition, be accompanied by certified copies of the conduct sheets, and certified copies of any convictions by the civil power.

Recommendations for Victoria Cross, distinguished conduct and meritorious service medals. Medal with annuity.

1742. When a soldier in possession of the Victoria Cross forfeits his medals, whether by sentence of a court-martial or otherwise, a report will be made to the War Office with a view to His Majesty's pleasure being ascertained as regards the retention or forfeiture of the Victoria Cross.

Retention of Victoria Cross when medals are forfeited.

Good Conduct Medal.

1743. The good conduct medal is a reward for "long service with irreproachable character and conduct." A C.O. must therefore recommend only such soldiers as are in every way worthy of this distinction and who fulfil the conditions prescribed as requisite for an "exemplary" character. Even when a soldier is eligible both in these respects, and by length of service (18 years with the colours) regard will be had to his conduct and character throughout his career, and to the number and nature of offences recorded in his conduct sheets, irrespectively of the punishments which may have been awarded. Service of a soldier under 18 years of age may be included in the 18 years required to qualify; on the other hand, the period of 18 years may be reckoned to commence at any period within two years from the date of enlistment. Service of European soldiers of not less than one year on the West Coast of Africa is allowed to reckon double.

Rules for selection.

1744. The following are absolutely ineligible for the good conduct medal, and must not be recommended:—

Disqualification.

- (i.) A soldier who has been convicted by the civil power for felony, or any other offence of a disgraceful character.
- (ii.) A soldier who during the last sixteen years of his service—
 - (a) Has incurred more than six entries* in the regimental conduct sheet; or,
 - (b) Has been guilty of desertion or fraudulent enlistment; or
 - (c) Has been convicted by a G.C.M. or D.C.M.; or,
 - (d) Has been drunk on duty, or after having been warned for duty; or has been drunk while actually engaged on garrison or regimental employment; or,
 - (e) Has, as a N.C.O., been reduced under the Royal Prerogative or under Section 183 (2) of the Army Act for an offence, but not for inefficiency.

In reckoning the entries referred to in (ii.) (a), credit is to be given to a soldier for any entries made in his regimental conduct sheet of gallant or distinguished conduct. Every such entry is to be considered as a set-off for this purpose against an entry for an offence in his regimental sheet.

* Including those entries referred to in the last sentence of para. 1922.

Men fulfilling required conditions.

1745. A company, &c., commander will bring to the notice of the C.O. any warrant officer, N.C.O., or man, who fulfils the conditions laid down in para. 1743, but the fact that a soldier fulfils the conditions gives him no claim to the medal.

1746. Recommendations for the good conduct medal, including cases of men who were eligible at discharge and were discharged within the previous six months, will be forwarded to the G.O.C.-in-C. on 1st January and 1st July, accompanied by the original regimental and company conduct sheets for the whole of the man's service and certified copies of the record of service and civil convictions, if any. If the original conduct sheet has been lost, a new sheet will be substituted for it, and the recommendation will be forwarded, supported by this and by certificates from three or more officers, covering the whole period recorded in the lost sheet, and stating that during that period no entries were incurred of such a nature as to disqualify the man under para. 1744. Blank returns, on A.F.—B 176, will not be rendered.

N.C.Os. serving on permanent staff of militia or volunteers.

1747. Recommendations of N.C.Os. serving on the permanent staff of the militia or volunteers will be submitted to the G.O.C.-in-C. by Os.C. units, through the usual channel, accompanied by a letter from the O.C. the unit to which the N.C.O. is posted or attached, stating whether he concurs in the recommendation.

Board of officers.

1748. A G.O.C.-in-C. will, at the end of each half-year, assemble a board of three combatant field officers, to consider applications for the good conduct medal. The board will examine all documents, and particularly the conduct sheets, noting the date on which they were printed. The board will then forward their recommendations to the G.O.C.-in-C. reporting in each case whether the man is eligible for, and merits the medal. G.Os.C.-in-C. are empowered, on the recommendation of the board, to award the medal to men serving in their commands, who come within the conditions laid down in paras. 1743 and 1744, and who merit the award. They will forward to the War Office a list of men to whom they have awarded medals, stating in each case the regimental number, unit, full name, service in India, and total service, but the awards will not be published locally until the names appear in Army Orders. Recommendations of men serving in the command of an officer who holds rank below that of brigadier-general will be forwarded to the War Office. The original conduct sheets will be returned to the units.

In India, these boards will be assembled by divisional commanders, who will award the medal, as above.

Good conduct medal to be sent to C.O.

1749. The medal, if granted, will be transmitted by the assistant director of ordnance stores, Woolwich Arsenal, direct to the C.O., who will deliver it to the soldier at a review order regimental parade. If the unit is quartered with other troops, the C.O. will report the receipt to the O.C. troops at the station, who may order a general parade for the presentation. Good conduct medals awarded to soldiers after their discharge from the service will be forwarded direct.

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Acceptance and Wearing of Non-Military Medals granted for Acts of Gallantry.

British non-military medals allowed to be worn.

1750. The only British non-military medals allowed to be worn, when in uniform, are:—

(i) "The Albert medal," "The Edward medal," "The Board

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of Trade medal," "The medal of the Order of St. John of Jerusalem," and

- (ii.) The medals of the Royal Humane Society, and the "Stanhope Gold medal" awarded by that body.

Out of the above not more than two medals may be worn for one act of gallantry, viz. :—one official medal and, if awarded, either the Royal Humane Society's medal or the Stanhope Gold medal.

Under no circumstances can medals awarded by private societies be permitted to be worn, and, as far as possible, this restriction also applies to medals awarded by foreign governments. In a case, however, where a foreign government medal and a British medal are awarded for the same act of gallantry, the foreign medal may be worn only on occasions of ceremony where representatives of the country concerned are present.

1751. No restriction is imposed on the acceptance of any medal, British or foreign, which it is not intended to wear.

The Army Council reserve the right of determining which of several medals awarded may be worn.

Whenever any of the above medals are awarded to officers or soldiers, a statement of the fact should be sent to the War Office, in order that the necessary authority may be issued for the distinction to be worn.

A C.O., in putting forward a soldier's claim for the Royal Humane Society's medal, should do so on the form which will be furnished on application to the Secretary at the Society's office, 4, Trafalgar Square, Charing Cross, London.

Foreign Orders and Medals.

1752. Attention is drawn to the regulations respecting foreign orders and medals issued by the Foreign Office, and published from time to time in the official Army List ; especially to the rule prescribing that "the intention of a foreign Sovereign to confer upon a British subject the insignia of an order must be notified to His Majesty's Principal Secretary of State for Foreign Affairs either through the British Minister accredited to the court of such foreign Sovereign or through his Minister accredited at the court of His Majesty." Until such notification has been made, His Majesty's permission to accept and wear the decoration cannot in any case be granted.

Foreign Office regulations.

1753. A medal or decoration bestowed by a foreign power cannot, under any circumstances be replaced.

Loss of foreign decorations.

Loss and Replacement.

1754. Medals are to be shown at kit inspections. When a soldier is unable to produce his medals the company, etc., commander will record all available evidence regarding the loss and will submit the same to the O.C. the unit, who will record his opinion as to whether the loss occurred :—

Procedure in case of loss.

- (i.) When the soldier was on duty and from causes entirely beyond his control.
- (ii.) By accident.
- (iii.) Wilfully.

Under (i.) and (ii.) applications to replace the lost medals may be at once submitted, in the case of troops serving under the Indian

Government, in accordance with regulations and orders for the army in India, and in all other cases direct to the War Office, on A.F. B 177, with the original record of evidence taken by the company, &c., commander.

In cases in which no testimony as to the loss, except that of the soldier himself, is forthcoming, the C.O., except in very special circumstances, which he will record, will take the man's character into account in forming his opinion.

It is necessary that the replacement of medals should be carefully safeguarded and every effort made to prevent their falling into the possession of unauthorized persons.

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For this reason it is seldom that medals can be permitted to be replaced at the public expense. Such replacement is confined to cases in which the loss of the medal was due entirely to unavoidable circumstances such as shipwreck, fire, &c. In interpreting this rule, care should be taken to differentiate between such accidental losses as might ordinarily be incurred in private life and those which are incurred solely through the exigencies of the service. Thus:—loss by theft, burglary, loss of baggage while travelling, or loss due to defective fastenings, &c., are such as might be incurred by any individual and are not, therefore, to be considered as fair charges against the public.

In cases under (iii.) the soldier will be dealt with under Section 24 of the Army Act, and, if convicted, he must serve three years clear of an entry in the regimental conduct book before he can be recommended for the grant of a new medal, on paying the value thereof. If sentenced to imprisonment or detention, the three years will reckon from termination of such imprisonment or detention.

In all cases where the clasps are not lost a new medal only is to be applied for.

Replacement of lost medals of ex-soldier.

1755. An application from an ex-soldier for medals to replace those lost by him must be accompanied by a statutory declaration as to the circumstances under which the original medals were lost. New medals will not be issued until six months have elapsed from the date of the loss.

Forfeiture and Restoration of War Medals.

Disposal of forfeited medals.

1756. Medals, other than good conduct medals, forfeited under the provisions of the Pay Warrant:—

- (i.) If the soldier is not discharged as a result of the conviction:—Will be sent, for custody, to the officer i/c the records of the corps, with a view to their restoration, should the soldier subsequently qualify for the same. That officer will retain the forfeited medals of men transferred to the army reserve until the men either requalify or are discharged from the reserve.
- (ii.) Forfeited medals of men who have died, or have been discharged without having had the medals returned to them, will be forwarded, annually, on 1st May:—

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- | | |
|---|--|
| (a) If granted for service in India | } to the Under-Secretary of State, India Office, London. |
| (b) If granted for other than Indian Service. | |
| | } to the assistant director of ordnance stores, Royal Arsenal, Woolwich. |

in order to be broken up.

- (iii.) Medals forfeited upon discharge, for any of the causes specified in the Pay Warrant, will be forwarded at once, as above, in order to be broken up.

1757. When the service forfeited by a soldier on conviction of desertion, or fraudulent enlistment, or upon dispensation with trial for either of those offences, is restored to him, the war medals forfeited by him will also be restored, without reference to the War Office. Restoration of forfeited medals.

Medals forfeited for other reasons than desertion, or fraudulent enlistment, may be restored by the C.O. when the men have served three years clear of the regimental conduct book. When sentenced to imprisonment or detention, the three years will reckon from termination of such imprisonment or detention.

When reservists rejoin the colours on mobilization, any medals forfeited by them prior to transfer to the reserve will be restored by the Os.C. their units.

Medals of Soldiers discharged as Lunatics and of deceased Soldiers.

1758. Medals of a soldier who, on discharge, is sent to a lunatic asylum, or handed over to parish authorities, will be forwarded, by the officer who carries out the discharge, to the officer i/c records, with a notification of the date of discharge and the institution to which the man has been sent. Lunatic soldier.

Similar notification will be made in cases of such men who, on discharge, are entitled to medals not then issued.

An officer in charge of medals of lunatics, will periodically ascertain, from the institution, what becomes of the men, in order that their medals may be forwarded to them if they recover, or to their next of kin if they die.

1759. The medals of a soldier dying in the service will be disposed of by the man's C.O. as follows :— Deceased soldier.

- (i.) When bequeathed by will.—The medals will be sent to the legatee, or to the executors.
- (ii.) When the soldier died intestate.—The medals will be sent to the next of kin, in the following order of relationship :

widow ; eldest surviving son ; eldest surviving daughter ; father ; mother ; eldest surviving brother ; eldest surviving sister.

Medals issued after the death of a soldier will be sent to the officer i/c records, who will ascertain the name and address of the legatee, or next of kin, to whom the medals should be sent.

XIII.—CEREMONIAL.**1.—PRECEDENCE.****Precedence of Corps.**Precedence
of corps.

1761. The following table shows the order of precedence in the army. Regiments, units and corps shown collectively therein take precedence amongst themselves as laid down in the monthly Army List :—

Order.	Regiment, unit, or corps.
1	The Regiments of Life Guards and the Royal Horse Guards.
2	The Royal Horse Artillery (a).
3	The Regiments of Cavalry of the Line.
4	The Royal Regiment of Artillery (b) (local companies abroad excepted).
5	The Corps of Royal Engineers.
6	The Regiments of Foot Guards.
7	The Territorial Regiments (c).
8	The Royal Garrison Regiment.
9	The local companies of Royal Artillery abroad.
10	The West India Regiment.
11	The Army Service Corps.
12	The Royal Army Medical Corps.
13	The Army Veterinary Corps.
14	The Royal Malta Artillery.
15	The West African Regiment.
16	The Departmental Corps.
17	The Honourable Artillery Company.
18	The Militia (d).
19	The Imperial Yeomanry.
20	The Volunteers.

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(a) But on parade with their guns to take the right, and march at the head of the Household Cavalry.

(b) The Royal Marine Artillery will take the left of the Royal Artillery.

(c) The Rifle Brigade (Prince Consort's Own) ranks after the Princess Louise's (Argyll and Sutherland Highlanders); the Royal Marine Light Infantry after the Royal Berkshire Regiment.

In brigade, rifle battalions should be on a flank—usually the left—of the line of infantry.

(d) Militia artillery and engineers have precedence over militia infantry. Battalions take precedence according to the precedence of their territorial regiments.

Corresponding Ranks in the Army, Navy, and Consular Services.Corre-
sponding
rank gives
no claim to
command.

1762. Nothing contained in these regulations is to give a claim to any officer of the navy to assume command of His Majesty's land forces on shore, nor to any officer of the army to assume command of any of His Majesty's squadrons or ships, or any of the officers or men thereunto belonging; unless under special authority from the Government in England for any particular service.

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1763. The following table of corresponding ranks in the army and navy is not affected by any local rank conferred on officers of either service by a colonial government :—

ARMY.	NAVY.
(i.) Field-Marshal ...	Admiral of the Fleet.
(ii.) General ...	Admiral.
(iii.) Lieutenant-General	Vice-Admiral ... Engineer-in-Chief, if Engineer Vice-Admiral.
(iv.) Major-General ...	Rear-Admiral ... Engineer-in-Chief, if Engineer Rear-Admiral. Engineer Rear-Admiral. Inspector-General of Hospitals and Fleets.
(v.) Brigadier-General	Commodore, 1st and 2nd class.
(vi.) Colonel ...	Captain of 3 years' seniority. Staff Captain of 4 years' seniority. Engineer Captain of 8 years' seniority in that rank. Deputy Inspector-General of Hospitals and Fleets. Secretary to Admiral of the Fleet.† Paymaster-in-Chief.
(vii.) Lieutenant-Colonel	Captain under 3 years' seniority. Staff Captain under 4 years' seniority. Engineer Captain under 8 years' seniority in that rank. †Secretary to Commander-in-Chief, of 5 years' service as such.
	Commander, but junior of the Army rank. } but junior of the Army rank. Engineer Commander. Fleet-Surgeon. Secretary to Commander-in-Chief under 6 years' service. Fleet Paymaster. Naval Instructor of 15 years' seniority.
(viii.) Major ...	Lieutenant of 8 years' seniority. Engineer Lieutenant of 8 years' seniority qualified and selected. Staff-Surgeon. Secretary to Junior Flag Officer, Commodore, 1st Class. Staff Paymaster and Paymaster. Naval Instructors of 8 years' seniority. Carpenter Lieutenant of 8 years' seniority.
(ix.) Captain ...	Lieutenant under 8 years' seniority. Engineer Lieutenant under 8 years' seniority, or over that seniority but not duly qualified and selected. Surgeon. Secretary to Commodore, 2nd Class. Assistant Paymaster of 4 years' seniority. Naval Instructor under 8 years' seniority. Carpenter Lieutenant under 8 years' seniority.
(x.) Lieutenant ...	Sub-Lieutenant ... Engineer Sub-Lieutenant. Assistant Paymaster under 4 years' seniority.
(xi.) Second-Lieutenant	... Chief Gunner. Chief Boatswain. Chief Carpenter. Chief Artificer Engineer. Chief Schoolmaster.

† Secretaries to Admirals of the Fleet, and Secretaries to Commanders-in-Chief, are to reckon their seniority by length of service in those ranks instead of from the date of their commissions.

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ARMY.			NAVY.				
(xii.) 1st Class Staff-Serjeant-Major A.S.C. Conductor, A.O.C. Master-Gunner, 1st Class. 1st Class Staff-Serjeant-Major, Army Pay Corps. Army Schoolmaster, when 1st Class Warrant Officer.	Gunner	} but senior of these Army rank's.
			Boatswain	
			Carpenter	
			Artificers Engineer	
			Head Schoolmaster	
			Head Wardmaster	
			Midshipman	} but junior of these Army ranks.			
			Clerk	}			

Precedence of commanders-in-chief in the colonies.

1764. The officer commanding the land forces, and the officer commanding His Majesty's naval forces, will take rank as follows, in the order of their own corresponding rank :—

- i. If respectively of the rank of general officer, and of admiral, next after the governor; provided always that to members of the Royal Family will be assigned precedence next to the governor, and to governors of other colonies precedence next after the military and naval officers commanding His Majesty's forces, if such officers are of the rank of general officer and admiral respectively.
- ii. If respectively of the rank of colonel or lieutenant-colonel, and of naval rank equivalent to either, next after the Bishop and Chief Justice.
- iii. If respectively below the rank of lieutenant-colonel, and below the naval rank equivalent to the same, next after the Solicitor-General.
- iv. The foregoing rules will not over-ride the precedence which in a few colonies is conferred on certain officers either by the law or by the terms of letters patent from the Crown.

Consular service.

1765. An officer of the consular service will rank with an officer of the army as follows :—

Agent and consul-general, and commissioner and consul-general	with, but after major-general.
Consul-general	brigadier-general.
Consul	colonel.
Vice-consul	major.
Consular agent	captain.

2.—STANDARDS AND COLOURS.

General Instructions.

Standards. Colours.

1766. Standards and guidons of cavalry will be carried by squadron serjeant-majors. Colours of infantry will be carried by the two senior second-lieutenants, but on the line of march all subaltern officers will carry them in turn.

Standards are not carried by regiments of hussars and lancers, nor are colours carried by rifle regiments.

Not to be altered.

Standards, guidons, and colours are not to be altered without the King's special permission signified through the Army Council.

Procedure at consecration of colours.

1767. The consecration of colours will be performed by chaplains to the forces or by officiating clergymen in accordance with an authorised Form of Prayer, copies of which may be obtained from the Secretary of the War Office. "Form A" is for general use. When the O.C. an Irish battalion is desirous of having the consecration of its new colours performed by a Roman Catholic priest, the order of service in "Form B" will be used. A G.O.C.-in-C. may, however, authorise ministers of different denominations to officiate at the ceremony, in which case all or parts of Forms A and B may be used, but nothing is to be added to either Form of Prayer.

1768. The standard of cavalry, or the King's colour of regiments of infantry, is not to be carried by any guard or trooped, except in the case of a guard mounted over the King or any member of the Royal Family, or over a Viceroy; and is only to be used at guard mounting, or other ceremonials, when a member of the Royal Family or a Viceroy is present, and on occasions when the National Anthem is appointed to be played; at all other times it is to remain with the regiment. The King's colour will be lowered to the King, members of the Royal Family, the Crown, and Viceroys only. Standard and King's colour.

1769. When colours are being removed from, or taken to, the place where they are usually kept, an escort will invariably accompany them and will pay them the customary honours. When it is necessary to send colours by train to be deposited for safe-keeping, the escort will consist of the usual colour party of two officers and four N.C.Os. Escort for colours.

1770. Application for new standards, guidons, and colours will be made in accordance with the instructions laid down in the Clothing Regulations. New standards, colours, &c.

1771. Camp colours are to be of the colour of the facings of the regiment using them, with the abbreviated title of the regiment upon them, as worn on the shoulder-straps. Camp colours.

3.—REWARDS, HONOURS AND SALUTES.

General Instructions.

1772. With a view to immediate reward in specially deserving cases, a limited number of Honours will be placed at the disposal of a G.O.C.-in-C. in the field. The number will depend on the nature and extent of the operations. Rewards.

1773. The honours and salutes to be given by troops on parade are as follows:— Honours and salutes on parade.

- (i.) *To the King.*—On all occasions, royal salute.—Standards and colours lowered, officers saluting, men presenting arms, bands playing the National Anthem through.
- (ii.) *To Members of the Royal Family.*—Same as (i.), except that the bands will only play the first part (six bars) of the National Anthem.
- (iii.) *To the Crown.*—Same as (i.), except that bands will not play.
- (iv.) *To Foreign Sovereigns; Presidents of those Republican States in which the Sovereign is represented by an Ambassador; and Members of Foreign Imperial and Royal Families.*—Same as (i.) or (ii.) respectively, except that their own National Hymn will, when practicable, be played.
- (v.) *To a Viceroy; and to a High Commissioner, Governor or Lieutenant-Governor of a colony, protectorate, or possession abroad; or special Royal Commissioner, acting on behalf of the Sovereign, at state ceremonials such as the opening or closing the Session of a Colonial Legislature.*—Same as (i.), except that the bands will only play the first part (six bars) of the National Anthem.
- (vi.) *To Field-Marsals.*—General salute, same as (vii.), and regimental colours of all forces to be lowered, except when a member of the Royal Family is present.

- (vii.) *To General Officers and Inspecting Officers below the rank of General Officer.*—General salute by the troops under their command; by mounted services, with swords drawn, officers saluting, and bands playing the first part of a slow march; by dismounted services, officers saluting, men presenting arms, colours flying, bands playing the first part of a slow march, and drums beating; by corps not having bands, the trumpets or bugles sounding the salute, or the drums beating a ruffle.
- (viii.) *To Commanding Officers (if under the rank of General Officer) of Garrisons, Camps, or Stations.*—Honours (not extending to a salute of guns) due to the rank one degree higher than that which they actually hold.
- (ix.) *To Standards, Guidons, and Colours.*—When uncased, at all times, to be saluted with the highest honours, viz., arms presented, trumpets or bugles sounding the salute, drums beating a ruffle.

National Anthem.

1774. The National Anthem is not to be played in connection with salutes on any other occasions than those mentioned in para. 1773, and is only due to those personages who are entitled, under these regulations, to a royal salute.

Royal Family passing a camp.

1775. Whenever any member of the Royal Family passes along the front of a camp to inspect it, the troops are to turn out and fall-in in front of the tents, but not under arms.

Governors of a colony.

1776. Governors of colonies who are also general officers are entitled in every respect to the honours due to their military rank as well as to their civil office.

Acting appointments.

1777. Officers temporarily acting in any higher command are entitled, during their tenure, to all the honours and salutes appertaining to such command, provided, so far as artillery salutes are concerned, the officer is not under the rank of brigadier-general.

Officers acting in civil office. Foreign officers.

1778. Officers acting in any civil office are entitled during their tenure to all the honours or salutes appertaining to such office.

1779. The compliments directed in these regulations are to be paid to officers in the service of any Power in alliance with His Majesty, according to their respective ranks.

Saluting colours.

1780. Officers or soldiers passing troops with uncased colours will salute the colours and the C.O. (if senior).

Saluting funerals.

1781. Officers, soldiers, and colours, passing a military funeral, will salute the body.

Compliments on the march.

1782. Armed parties in paying compliments on the march will be called to attention, infantry will slope, and rifle battalions trail, arms, and the command "*Eyes right* (or *left*)" will be given; mounted units will carry swords.

Commanders of parties paying compliments.

1783. An O.C. an armed party passing a guard, or paying or returning a compliment, will draw his sword before giving the necessary command. When in command of an unarmed party, he will return the salute with the right hand as he gives the command "*Eyes right* (or *left*). Soldiers in command of parties will conform to the rules laid down for officers.

Officers saluting.

1784. All officers will salute their seniors before addressing them on duty or on parade; when in uniform they will salute with the right hand, in the manner prescribed for soldiers. Officers, except when their swords are drawn, are to return the salutes of junior officers and of soldiers. A salute made to two or more officers will be returned by the senior only.

1785. Cadets will salute all officers in uniform, and the officers **Cadets.**
of their own college whether in uniform or not.

1786. Officers will salute those officers of the Royal Navy when in **Naval**
uniform who would be saluted by individuals of corresponding ranks **officers.**
in their own service.

1787. Officers and soldiers boarding any of His Majesty's ships **H.M. ships.**
or a foreign man-of-war will salute the quarter-deck.

1788. Warrant officers, N.C.Os., and men, will salute all **Saluting**
commissioned officers whom they know to be such, whether in **officers.**
uniform or not, including officers of the Royal Navy, Royal
Marines, Auxiliary Forces, and also officers of the Royal Indian
Marine when in uniform. They will similarly salute such warrant
officers of the Royal Navy as have rank corresponding to that of
commissioned officers in the army. Warrant officers and N.C.Os.,
when wearing swords, will salute with the right hand, irrespectively
of the side on which the officer saluted may be passing.

1789. N.C.Os. and men will address warrant officers in the same **Warrant**
manner as they do officers, but will not salute them. **officers.**

1790. In a civil court an officer or soldier will remove his head- **Head-dresses**
dress while the judge or magistrate is present, except when the **in civil**
officer or soldier is on duty under arms with a party or escort **courts.**
inside the court.

Official Visits.

1791. Military officers employed as governors, lieutenant- **Official**
governors, administrators or commissioners of His Majesty's **visits**
colonies, territories or dependencies will be guided in inter- **between**
changing official visits with naval officers by the instructions in **navy and**
Appendix XIX. **army.**

Presentation at a Foreign Court.

1792. An officer who wishes to be presented at a foreign Court
will make an application to His Majesty's representative at that
Court.

Guards of Honour.

1793. A guard of honour, as a general rule, of 100 rank and file **Guards of**
with a captain in command, two subaltern officers (one carrying **honour of**
the standard of cavalry or the King's colour of infantry), a **100 rank**
proportion of serjeants, and the regimental band will attend :— **and file.**

(i.) Upon the King and other Royal personages; and upon
Presidents of those Republican States in which the Sovereign is
represented by an Ambassador.

(ii.) At State ceremonials.

Similar guards of honour, but with the regimental colour,
will attend upon governors and lieutenant-governors administering
the governments of His Majesty's possessions on such occasions as
are customary within their governments. (Guards of honour will
not be detailed when the governors and lieutenant-governors are
returning after leave of absence, the duration of which has not
exceeded three months; nor when they are merely arriving at, or
departing to or from, one or other of the ports within their
government; nor on merely changing their residence.)

1794. A guard of honour of 50 rank and file, with two officers,
one carrying the regimental colour, and a band; will attend :—

(i.) To receive a G.O.C.-in-C. upon his arrival and departure,
when carrying out an official inspection in his own district.

Guards of
honour of
50 rank and
file.

(ii.) When a foreign general or flag officer lands at a military station within His Majesty's dominions to visit the civil governor or officer in command.

(iii.) When a G.O.C.-in-C. abroad first takes up, and finally quits his command.

(iv.) When a naval officer of flag rank commanding in chief lands for the first time at a port within his command.

(v.) If deemed expedient to receive distinguished personages, other than those mentioned in para. 1793, or on occasions not specified in para. 1773.

Guards and Sentries.

Guards saluting.

1795. Guards, including guards of honour, mounted over the person of the King and members of the Royal Family will pay no compliments except to members of the Royal Family; and guards, including guards of honour, mounted over viceroys and governors within their respective governments will pay no compliments to officers or persons of lesser degree. When any such guards are visited by officers on duty, they will turn out to them with sloped arms (Rifle regiments with ordered arms).

Compliments by guards.

1796. Guards are at all times between reveille and retreat to turn out and pay the compliments specified in para. 1773 to general officers in uniform and to civil governors within the limits of their jurisdiction. Guards and parties on the march will also pay the prescribed compliments to general officers in uniform.

Bugle and drum.

1797. An officer under the rank of a general officer is not entitled to the compliment of the bugle sounding the salute or the drum beating a ruffle, when guards "present arms" to him. An officer who is not in uniform is not entitled to the compliment of a guard turning out, except members of the Royal Family, the lord-lieutenant of Ireland, and governors or lieutenant-governors within the precincts of their governments.

Compliments by C.Os.

1798. To regimental C.Os.—irrespective of their army rank—their regimental guards are to turn out, and present arms, once a day.

To officers passing.

1799. When a general officer in uniform, or a person entitled to a salute, passes in rear of a guard, the commander is to cause his guard to fall in and stand with sloped arms (Rifle regiments with ordered arms), facing the front, but no drum is to beat or bugle to sound. When such officers pass guards while in the act of relieving, both guards are to salute as they stand, receiving the word of command from the senior commander.

Guards to turn out under arms.

1800. Guards are to turn out at all times when armed parties of any branch of the service approach their posts; to armed corps* they will present arms, and before other armed parties they will stand with sloped arms (Rifle regiments with ordered arms). They will not pay compliments between the sounding of "Retreat" and "Reveille," except to Grand Rounds. They will not turn out to unarmed parties. A mounted party, armed, will draw and carry swords to all guards turning out to it.

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* By the expression "armed corps" is meant a regiment of cavalry, a battery of artillery with its guns, a brigade of horse or field artillery without guns, garrison artillery of not less than two companies, engineers of not less than four companies, or a battalion of infantry with or without colours.

1801. Honours will be paid by sentries as follows :—

Honours
paid by
sentries.

Post of sentry.	Present arms.	Salute.*
Royal palace or furnished from a Royal guard.	Members of the Royal Royal Family.	Officers of all ranks (in uniform).
Residences of viceroys and governors.	Armed corps. Viceroy and governors.	Unarmed parties. Officers of all ranks (in uniform).
Residences of Generals.	Armed corps. Generals.	Unarmed parties. Officers below the rank of general.
Other posts	Armed parties. General and field officers. Armed parties.	Unarmed parties. Officers below field rank. Unarmed parties.

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* The salute will be that prescribed in "Appendix to Training Manuals" Chapter 1, last para. of Section 14.

1802. All guards and sentries are to pay the same compliments to commissioned officers of the Royal Navy, Royal Marines, Auxiliary Forces, and Royal Indian Marine—when in uniform—as are directed to be paid to officers of the regular army. Guards and sentries will pay compliments to commissioned officers of the departments of the army according to their ranks, or corresponding ranks, as the case may be.

Compliments
to officers of
other ser-
vices.

1803. Special regulations relating to the compliments, &c., to be paid by the Foot Guards are contained in Appendix VI.

Compliments by
Foot Guards.

Flag Stations, and Flags to be Flown.

1804. The list of flag stations, and of flags flown, will be found in Appendix VII. Where two flags of the same description are issued, the smaller is for use in bad weather. At army ordnance stations the distinguishing pendant may be flown.

Flags and
flag stations.

1805. When His Majesty the King visits a station, the Royal Standard will be used on the official residence of the G.O.C. if he is authorised to fly that flag by Appendix VII; if not, it should be flown at the official flag station. This also applies to Her Majesty the Queen, but not to other members of the Royal Family, unless representing the Sovereign.

Visits by
the King.

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Saluting Stations.

1806. The following is a list of stations at which salutes are authorised to be fired :—

Stations for
firing
salutes.

At Home.

Chatham.
Cork Harbour.
Dover.
Edinburgh Castle.
Guernsey (Fort George).

Jersey (Elizabeth Castle).
Kingstown.
Liverpool.
Nothe Fort.
Pembroke.
Plymouth.

Portsmouth.
St. James's Park.
Sheerness.
Stirling.
Tilbury Fort.
The Tower.
Woolwich.

Abroad.

Bermuda—Fort Hamilton ;
Fort Victoria, St. George's.
Ceylon—Colombo.
Gibraltar—King's Bastion.
Hong Kong—Signal Hill,
Kowloon.
Jamaica—Port Royal.

Malta—Valetta.
Mauritius—The Citadel.
South Africa—Imhoff Battery,
Cape Town.
Straits Settlements—Fort Can-
ning, Singapore.
West Africa—Sierra Leone.

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Artillery Salutes.

Royal
salutes.

1807. Royal salutes consist of 21 guns, except those fired from St. James's Park, which consist of 41 guns, and those from the Tower, for which the number is laid down in the Regulations for that fortress.

Royal salutes will be fired at the stations enumerated in para. 1806 in honour of the following Personages on the occasions stated :—

I. The Sovereign ; a Member of the Royal Family ; a Foreign Crowned Head, or Sovereign Prince, or his Consort ; a Prince who is a Member of a Foreign Royal Family ; the President of a Republican State ; the Lord-Lieutenant* of Ireland in his Vice-royalty.

Salutes will be fired both on arrival and departure.

II. On the passing of a vessel flying flags denoting the presence of the Sovereign or the Prince of Wales. The presence of the Sovereign is denoted on board any ship of war by the Royal Standard at the main, the flag of the Lord High Admiral at the fore, and the Union Jack at the mizzen, or on board any vessel with less than three masts by the same flags in the most conspicuous parts ; the presence of the Prince of Wales or other member of the Royal Family on board any ship is denoted by their respective standards.

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No other flag will be saluted in the presence of either the Royal Standard or the Standard of the Prince of Wales or other member of the Royal Family, except the standard of a Foreign Royal Family, or of the President of a Republic.

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III. Anniversaries—

The Birthday,† Accession and Coronation of the Sovereign.

The Birthday of the Consort of the Sovereign.

Hour for
firing.

When any anniversary falls on a Sunday the salute will be fired at noon on the following day, except that at stations where the climate renders this undesirable it will be fired at sunrise.

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Royal salutes will also be fired at the Tower and in St. James's Park on the occasion of the Sovereign :—

(i.) opening, proroguing, or dissolving Parliament in person,

(ii.) passing through London in procession.

Foreign
Sovereigns
and national
festivals.

1808. Upon the occasion of the celebration of the birthday of the King or the Queen of a foreign nation, or of other important national festivals and ceremonies, by any ships of war of such nation, a salute not exceeding 21 guns may be fired in conjunction with any of His Majesty's ships that may be present, on official

* The Lord-Lieutenant of Ireland, when within the territorial limits of his Vice-royalty, is to be considered as junior to the Sovereign of Great Britain and Ireland only, and is to be saluted accordingly before any other Member of the British Royal Family, Foreign Sovereigns, Presidents of Republics, or any Members of Foreign, Royal or Imperial Families.

† At stations abroad the salute will be fired on the actual date ; at home stations it will be fired on the actual date, and also on the date notified in the London Gazette for the official celebration of His Majesty's Birthday.

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intimation of the intended celebration being received by the O.C. the troops at the station.

1809. Salutes, other than royal, will be fired at the stations enumerated in para. 1806 in honour of the following Personages on the occasions stated :— Other salutes.

Ambassadors Extraordinary and Plenipotentiary, 19 guns, on arrival and departure.

The Lords Commissioners for executing the office of Lord High Admiral, 19 guns on arrival, and on departure such salute as may be directed.

The First Lord Commissioner of the Admiralty, 17 guns on arrival.

The Army Council, when travelling in a corporate capacity, 19 guns, on arrival and departure (unless orders are received to the contrary). Two members of the Council and a secretary to form a quorum.

The Secretary of State for War, 17 guns, on arrival and departure, when visiting a station officially.

The Lord Warden of the Cinque Ports, 19 guns ; by the forts within his jurisdiction only, on the customary occasions.

Admirals of the Fleet, 19 guns ; Admirals, 17 guns ; Vice-Admirals, 15 guns ; Rear-Admirals, 13 guns ; Commodores (no senior captain being present), 11 guns ; on landing for the first time being in actual employment. These salutes will not be repeated oftener than once in twelve months abroad, and three years at home, unless the officer shall have received an advance of rank.

The Governors-General of the Dominion of Canada and the Commonwealth of Australia, 19 guns ; Governors or High Commissioners* of His Majesty's Colonies, protectorates, territories, dependencies, castles or fortresses, 17 guns ; Lieutenant-Governors or Commissioners, if administering the government of a colony, protectorate, territory or dependency, and if holding a commission direct from the King, or acting temporarily for an officer so commissioned, 15 guns :—

- (i.) On first landing in their governments.
- (ii.) On reading of Royal Commission and taking oaths of office.
- (iii.) On departing from their governments on leave of absence.
- (iv.) On returning from leave of absence exceeding three months.
- (v.) On finally quitting the colony on expiration of term of office.
- (vi.) When officially visiting ports and dependencies within their governments, but not oftener at any one place than once in twelve months.

Lieutenant-Governors not administering the government, if holding a commission direct from the Sovereign, 15 guns ; by the forts or batteries at the seat of government only, on first arrival and on final departure.

1810. Salutes in honour of officers of the army, other than those mentioned in para. 1809, will not be fired by forts except at their funerals, when the number of guns will be as given in para. 1832. Military officers.

* The High Commissioner of South Africa will be entitled to the same number of guns when visiting, embarking in, or disembarking from, a ship outside the precincts of his government but within the limits embraced by his Commission.

Civil functionaries.

1811. Salutes consisting of the number of guns stated will similarly be fired at the funerals of the following personages under the conditions laid down in paragraph 1838 :—

Ambassadors, 19 guns ; Envoys extraordinary and Ministers plenipotentiary and others accredited to Sovereigns (except such as are accredited in the specific character of Minister Resident), 17 guns ; Ministers resident and diplomatic authorities below the rank of Envoy extraordinary and Minister plenipotentiary and above that of Chargé d'Affaires, 15 guns ; Chargés d'Affaires, or subordinate diplomatic agents left in charge of missions, 13 guns ; Agents and Consuls-General 13 guns ; Commissioners and Consuls-General, 13 guns : British or Foreign, when within the dominions of the State to which accredited.

Consuls-General, 11 guns ; Consuls, 7 guns (British or Foreign), when within the port to which they belong.

Temporary command.

1812. Naval and military officers temporarily acting in any higher command are entitled, during their temporary tenure, to all the honours or salutes that may appertain to that office, provided that no officer under the rank of brigadier-general or commodore is to be saluted in virtue of his naval or military rank in any part of the world.

1813. An inferior naval authority is not to be saluted in the presence of a superior naval authority.

Similarly an inferior military authority will not be saluted in the presence of a superior military authority.

Personal as well as other salutes are included in both cases.

No person to be saluted in more than one capacity.

1814. Such of the authorities mentioned in the foregoing instructions as may, from their rank and appointments, be entitled to be saluted in more than one capacity, will be saluted under that rank which shall entitle them to the greatest number of guns, but on no occasion is the same individual to be saluted in more than one capacity.

Salutes for distinguished foreigners.

1815. A foreigner of high distinction, or a foreign general or flag officer when visiting the governor or the military officer in command (see para. 1794) may, on landing, be saluted with the number of guns which, from his rank, he is entitled to receive from a ship of war of his own nation, or with such number, not exceeding 19, as may be deemed proper ; but such salute will not in any case exceed the number of guns given to officers of corresponding rank in His Majesty's Army and Navy.

Foreign men of war.

1816. All salutes from ships of war of other nations to His Majesty's forts are to be returned gun for gun.

Salutes between forts and ships.

1817. His Majesty's ships and His Majesty's forts will not exchange salutes in any part of His Majesty's dominions.

Salute sanctioned by governor of colonies.

1818. The governors of colonies are authorized to continue to sanction such salutes as may have been customary, and which they may deem right and proper at religious ceremonies, and further, to cause the usual salutes to be fired at the opening and closing of the Houses of Parliament or Assembly ; but these salutes are in no cases to exceed nineteen guns.

Foreign authorities.

1819. The foregoing salutes to foreign royal personages and other foreign authorities and flags are only authorized in the case of a Government formally recognized by His Majesty.

Salutes in honour of great victories or special occasions.

1820. Salutes other than those authorized by these regulations are not to be allowed, except such as may be necessary for the fulfilment of any treaty obligation ; provided that, upon any important occurrence (e.g., a great victory gained by His Majesty's

Arms), the governor, or O.C. any of His Majesty's possessions abroad, may direct such salutes to be fired as the occasion may seem to him to require. Should, however, there be any of His Majesty's ships present, the decision is to be come to in conjunction with the senior naval officer, and salutes shall not be fired unless the two officers concur in the matter.

1821. As a rule salutes will not be fired before eight o'clock in the morning nor after retreat, nor during the usual hours for Divine Service on Sundays. The same principle will apply to guards of honour and official receptions. In exceptional cases the course to be pursued will be determined locally. Saluting hours.

***Flags in Vessels and Boats.**

1822. The Union Jack, being the distinguishing flag of the admiral of the fleet only, is not to be flown on military boats and vessels. Union Jack

1823. War Department vessels and boats are authorized to carry the blue ensign with the following devices :— Blue Ensign.

(i.) General service (A.S.C.) : "crossed swords." A.S.C.

(ii.) R.E. : "hand issuing from a mural crown, and grasping a thunderbolt." R.E.

(iii.) R.A. and Ordnance services (*i.e.*, boats manned by crews of the R.A. or A.O.C.) : "Ordnance arms." R.A. or Ordnance.

1824. A special Union Jack bearing in its centre, as a distinguishing mark, the Royal cypher surrounded by a garland on a blue shield and surmounted by a crown, is authorized to be flown by generals commanding stations when embarked in boats or vessels. Union Jack. G.O.C.

1825. When a general commanding embarks in one of His Majesty's ships for the purpose of proceeding on any military duty, this flag may, with the approval of the senior naval officer, be hoisted at the fore of such vessel, and be kept flying within the limits of the military command. G.O.C. embarking.

1826. Generals commanding who are also governors of colonies, and the lieutenant-governors of Guernsey and Jersey, when embarked in vessels or boats, will invariably use the distinguishing flag appointed for governors, or for such lieutenant-governors, viz., the union flag with the arms or badge of the colony or island emblazoned in the centre thereof, instead of the general officer's flag above described. Generals commanding who are also governors.

1827. The following is reprinted from Article 117 of the King's Regulations and Admiralty Instructions, 1906 :—

"In combined operations of the Navy and Army, should the general officer commanding the military forces be embarked in a ship of war or transport, the distinguishing flag, authorized by Article 114, may be hoisted at the fore of such ship or transport to denote the presence of the headquarters ; should the ship bear a vice-admiral's flag, the commander-in-chief will give such directions as he may deem necessary for the general officer's distinguishing flag being displayed elsewhere than at the fore." General commanding troops in combined operations.

Salutes in Boats.

1828. The following are the rules for saluting to be observed in military boats :— Boats saluting.

* Pattern flags have been prepared and sealed.

(i.) When an officer is in the boat—

Rank of officer in boat.	When passing.	Under oars.	Meeting at landing place or alongside ship.
Field officers...	Admiral or General officer ...	"Lay on Oars," Officer salutes	Crew "Eyes Front," Officer and coxswain salute.
Field officers...	Other naval and military officers, if senior	Officer salutes ...	Officer salutes.
Officers below rank of field officer	Admiral or General officer ...	"Toss Oars," Officer salutes	Crew "Eyes Front," Officer and coxswain salute.
Officers below rank of field officer	Commodore ... Colonel... Captain ... Lieutenant-Colonel	"Lay on Oars," Officer salutes	Crew "Eyes Front," Officer and coxswain salute.
Officers below rank of field officer	Other officers of either service whom they know to be senior	Officer salutes ...	Officer salutes.

(ii.) When no officer is in the boat—

When passing.		Under oars.	Meeting at landing place or alongside ship.
Admiral ... Commodore ... Captain ...	General officer... Colonel Lieutenant-Colonel	"Toss Oars," coxswain salutes	Crew "Eyes Front," coxswain salutes.
All other Officers	"Lay on Oars," coxswain salutes	Crew "Eyes Front," coxswain salutes.

NOTE.—In boats fitted with crutches oars are never to be tossed, but the salute should be given by laying on oars.

(iii.) In steamboats engines are to be stopped in those cases in which, in pulling boats, oars are tossed; engines are to be eased in those cases in which pulling boats "lay on" oars.

(iv.) Laden boats, or those towing or in tow, are not to toss or lay on their oars.

(v.) Coxswains of boats under oars or sails when an officer is in charge, only salute at landing places.

(vi.) Salutes in boats, under oars or sails, are to be made sitting down; in other cases standing up.

(vii.) Boats laying off on their oars are to salute as above, but the bowmen will salute as well as the coxswain.

(viii.) Boat keepers salute standing up in the ordinary manner.

(ix.) For a Royal salute the crew toss oars and stand up (in double banked boats only).

(x.) When a general officer is saluted with guns he will, on the first gun being fired, if in a steamboat, stop the engines, or, if in a pulling boat, "lay on oars," and on the last gun being fired will turn towards the ship and salute.

Military Funerals.

When to be ordered.

1829. Military funerals will not be ordered without special authority unless troops are stationed within reasonable distance of the burial ground.

1830. Gun carriages and other appliances will be supplied when available at the station, and only when the burial ground is distant upwards of one mile from the place from which the procession starts. Officers, when entitled to

1831. An officer is not to be interred with military honours unless he is, at the time of his decease, in the exercise of some military command or office. Honours are not to be paid officially at the funerals of other officers, or of discharged soldiers of any rank. Salutes and firing parties.

1832. Military funerals will be accorded to an officer or soldier buried within the district occupied by the troops with which he is serving at the time of his death. Provided the garrison in such district is sufficient, and that no expense falls on the public, for the use of a gun-carriage or the attendance of soldiers, military funerals are to be saluted by forts or field guns and attended in accordance with the following table :— To whom accorded.

Rank, or corresponding rank.	Salute of guns.	Rounds of small arms.	Troops to attend with due proportion of officers.
Field-Marshal ...	19	—	6 battalions and 8 squadrons.
General ...	17	—	4 " " 6 "
Lieutenant-General ...	15	—	3 " " 4 "
Major-General ...	13	—	2 " " 3 "
Brigadier-General ...	11*	—	1 " " 2 "
Colonel Commanding...	—	3 rounds in each case.	His own regiment or detachments equivalent thereto.
Lieutenant-Colonel ...	—		300 rank and file.
Major ...	—		200 " "
Captain ...	—		His own company or 100 men.
Lieutenant, or Second-Lieutenant ...	—		40 rank and file under a Lieutenant or second-lieutenant.
Warrant officer ...	—	3 rounds in each case.	25 rank and file, under a serjeant.
Serjeant ...	—		19 " " " "
All other grades ...	—		13 " " " "

* Only when commissioned as brigadier-general.

1833. At the funeral of a general or flag officer, or of a commodore or brigadier-general dying upon service, minute guns are to be fired while the body is being borne to the burial ground, but these minute guns are not to exceed the number as in para. 1832. When any such officer who has died when afloat is to be buried on shore, minute guns are to be fired from the ship, if a ship of war, while the body is being conveyed to the shore, and where the means exist, minute guns will be fired from the shore while the procession is moving from the landing place to the burial ground. The total minute guns so fired must not exceed twice the number of guns as in para. 1832. Minute guns.

1834. The salute of guns prescribed by para. 1832, or, in the case of a flag officer or commodore, a salute of the number of guns to which the deceased was entitled when living, will be fired after the body is deposited in the grave. Salute after interment.

1835. The pall is to be supported by officers of the same rank as that held by the deceased, but if a sufficient number of that rank cannot be obtained, officers next in seniority are to supply their places. Pall-bearers.

1836. Honours paid at the funeral of a staff or departmental officer of the army are to be regulated according to his rank, or corresponding rank, as the case may be. Staff and departmental officers.

Parties to
attend
funerals.

1837. In addition to the firing parties, the funeral of an officer will be attended by the officers, that of a warrant officer by the warrant officers, that of a serjeant by the serjeants, and that of a corporal by the corporals, of the corps to which the deceased belonged or was attached. The funeral of a N.C.O. or private will be attended by the company, &c. (officers included) to which he belonged, or was attached.

Minute Guns at Civil Funerals.

Salutes at
funerals of
civil func-
tionaries.

1838. At the funeral of a civil functionary the same number of guns will be fired as minute-guns, while the procession is going to the burial-ground, as he was entitled to as salutes when living. A civil functionary not entitled to salutes of cannon when living is not to have guns fired at his funeral.

Salute to Remains of Distinguished Foreigners, &c.

Saluting
bodies of dis-
tinguished
foreigners.

1839. Should a vessel carrying the remains of a foreigner of high distinction, foreign general, or foreign flag officer, arrive during saluting hours at any authorised saluting station the same number of minute guns will be fired on its arrival as the deceased was entitled to, under paras. 1809, 1815, and 1832, when living.

XIV.—OFFICE WORK, CORRESPONDENCE, DOCUMENTS, RETURNS, BOOKS, RECORDS AND STATIONERY.

1.—OFFICE WORK AND CORRESPONDENCE.

General Instructions.

1841. An officer will only in exceptional circumstances refer to superior authority matters which he has power to decide himself. A general officer will impress upon officers the desirability of dealing promptly with correspondence, and will suppress any tendency to unnecessary correspondence. Unnecessary correspondence.

1842. An officer is responsible for the correctness of documents submitted by him. In transmitting correspondence to higher authority, he is to record his opinion or recommendation thereon, adding such observations, based on local knowledge, as may enable a final decision to be arrived at. Transmission of correspondence.

1843. Correspondence will usually be dealt with as indicated below:— Correspondence. Channels of communication.

(i.) Important matters, requiring the individual opinion of every officer comprised in the chain of command, must be passed through the hands of brigade and divisional commanders to the G.O.C.-in-C., and if necessary to the War Office.

(ii.) Other matters, which do not require the individual opinion of each officer in the chain of command, may be transmitted direct to the authority who has power to dispose of the case, copies or précis of the correspondence being sent to any officer in the chain of command whom it is considered desirable to keep informed on the subject, but through whose office the correspondence has not actually passed.

(iii.) Routine matters on which it is not necessary for the intermediate officers to be informed, and regarding which direct communication is authorised, will be so dealt with.

As no rules can be laid down classifying subjects as (i.), (ii.), or (iii.), the responsibility of deciding the course to be adopted will rest with the officer originating the correspondence.

It may happen that correspondence may pass from one of the above categories to another. In such cases the officer i/c the papers when the change occurs will be responsible that they are passed through the proper channel.

1844. Official letters are to be written on foolscap paper with quarter margin. Memoranda may be written on half foolscap size, and both are to be headed thus:— Letters, how to be written.

{Here state subject.} From _____ [Officer or head of department.]
{Office number.} To _____ [Officer or head of department.]
Station _____ Date _____

Each subject must be treated in a separate letter, and is to be briefly indicated in the upper left-hand corner of the

Enclosures.

Signing.

Minutes on original letters.

Correspondence with civilians.

Correspondence with War Office.

Memo. to be attached to documents, plans, &c.

Addresses on official correspondence.

letter, thus :—Discipline—Equipment—Transport—Route, &c. Paras. are to be numbered, and enclosures described in the margin, or in a separate schedule. Unnecessary enclosures are to be avoided, and blank leaves removed. The rank and unit or appointment of officers are to be added after their signatures. Signatures are to be in manuscript and not stamped. When a communication has reference to previous correspondence, the registered numbers, and dates, of the former letters are to be quoted.

1845. Unless instructions are given to the contrary, replies, remarks, or queries arising out of an original letter or memorandum are to be made in the form of minutes. The first minute is to follow where the original ends, and the person who affixes it will mark the original No. 1, and his minute No. 2. Each succeeding minute is immediately to follow that which by date precedes it, and will be numbered in sequence. A fresh half-sheet is to be added, when required. Attached documents and enclosures will be added at the end of the file in the order in which reference is made to them, and each should be distinguished by a separate alphabetical letter.

Correspondence addressed to individuals unconnected with the army will be treated in the manner customary in civil life, and replies will not be sent in minute form.

1846. Correspondence, returns, &c., for the Army Council and War Office will be addressed to the "Secretary, War Office, S.W." Local correspondence will not ordinarily be forwarded; if the matter cannot be clearly elucidated in the letter, a précis of the local correspondence, bringing out the salient points, will usually suffice. Replies to War Office letters will bear in addition any further address indicated in those letters. Replies to War Office letters must quote the War Office registered number. All envelopes containing periodical returns are to be inscribed "Returns" in the left-hand upper corner.

1847. When documents (other than periodical returns or statements), plans, or other articles are forwarded to the War Office in a separate parcel, they will be accompanied by a memorandum identifying them with the letter to which they refer.

1848. Official communications intended for the War Office are to be transmitted through the G.O.C.-in-C. of the command, except as provided in para. 1843.

Letters for the G.O.C.-in-C. of a command and for divisional, brigade, or district commanders, and their staffs, and for officers i/c records, are to be addressed as follows :—

"Headquarters, _____ Command. _____ (Station)"
 "Headquarters, _____ th Division. _____ (")"
 "Headquarters, _____ th Brigade. _____ (")"
 "Headquarters, _____ Coast Defences. _____ (")"
 "Headquarters, No. _____ District. _____ (")"
 "(Arm or branch of service) Record Office _____ (")"

In the case of the Southern Command, letters will be addressed—

"Headquarters, Southern Command, Tidworth,
 Andover,"

when the subject matter is to be dealt with by the general staff, and,

"Headquarters, Southern Command, Salisbury,"
 when the matter relates to administration.

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Letters to military authorities in India will be addressed in a similar way, except those intended for Army Headquarters, which will be addressed :—

“His Excellency the Commander-in-Chief,
Army Headquarters, India.”

To avoid the danger of confusion in the delivery of letters at colonial stations, they should be addressed to—

“Headquarters Military Command, _____.”

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Letters intended for the military authorities of the British force in Egypt will be addressed :—

“Headquarters, Army of Occupation, Egypt.”

1849. A general commanding will himself sign letters intended for superior authority which are initiative or important in their character. When a general commanding is absent, letters of an urgent character may be signed by an officer of the staff. In letters so signed “for G.O.C.,” the cause of the general officer’s absence will be stated. Signatures.

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Letters on administrative matters will be signed by the general officer i/c administration “for” the G.O.C.-in-C., except correspondence on financial subjects, for which the general officer i/c administration is directly responsible to the War Office.

1850. In direct correspondence between general officers, between C.Os., and between heads of departments, letters are to be signed by these superior officers themselves. When an officer employs his staff to conduct any correspondence with another officer of equal rank or position, the staff of that officer is to be addressed, the general rule being that official correspondence will be conducted between equals in rank, and that any officer of junior rank corresponding with an officer of senior rank will do so through the staff officer of the latter. Correspondence between officers in command and staff officers.

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1851. Correspondence regarding the dress of officers, proposals involving alteration in the Clothing Regulations, or changes in the patterns of clothing and necessaries, and questions concerning the training and appointment of tailors and shoemakers, will be addressed, through the G.O.C.-in-C. to the Secretary, War Office. Correspondence relating to dress,

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Correspondence relative to the rendering and audit of the cash and store accounts of clothing and necessaries, will be addressed direct to the chief accountant of the command where such officer has been appointed, or, in other cases, to the Director-General of Army Finance, War Office.

Letters from the assistant director of ordnance stores, Royal Arsenal, Woolwich, will be replied to direct.

1852. Demands, indents, and correspondence connected with food, forage, fuel, light, lodging, furniture, field, colonial, separation, and office cleaning allowances, travelling expenses and allowances, transport, or the issue of allowances in lieu, and the custody, sanitary condition, appropriation, and equipment of buildings in which troops are quartered, will be addressed to the officer i/c supplies, transport, or barracks at the station, for settlement or for submission for the orders of higher authority. Correspondence on A.S.C. allowances.

Demands, indents, and correspondence relating to equipment, and military stores, the correspondence relating to which is not otherwise regulated, will be addressed to the chief ordnance officer. On ordnance services.

On disallowances.

Representations respecting disallowances connected with the foregoing services will be forwarded to the general officer in administration.

Correspondence with C.O.s.

1853. The officer i/c barracks will correspond direct with O.C. units or detachments on matters relating to the troops under their orders, in which the intervention of the O.C. station is not required.

Applications from officer or soldier.

1854. An application from a regimental officer is to be submitted to the C.O. through the adjutant. An application from a N.C.O. or man is to be made to his company, &c., commander, who, if necessary, will lay it before the C.O. of the unit.

Circular letters.

1855. Copies of all War Office circular letters in force will be kept in a file, which will be communicated to all incoming units on their arrival in a command.

Non-official enclosures.

1856. Letters not on public service are not to be enclosed under official covers.

Secret and Confidential Documents and Maps.

Care of secret documents.

1857. A document marked "Secret" is intended only for the personal information of the individual to whom it is officially entrusted, and of those officers under him whose duties it affects. He is personally responsible for its safe custody, and that its contents are disclosed to those officers and to them only. A confidential document issued by the Admiralty, marked "Not to be communicated to officers below the position of C.O. of His Majesty's Ships" is to be treated as "Secret," if issued to officers of the army, and must be so endorsed on receipt.

Confidential documents.

1858. A document marked "Confidential" is of a privileged nature. The contents are only to be disclosed to authorised persons, or in the interests of the public service.

Unauthorised publication of official documents.

1859. An official document or map is not to be used for private purposes, literary or other. It is not to be referred to in any catalogue or publication which is not itself a secret or confidential document. The only legitimate use an officer or soldier may make of documents or information of which he becomes possessed in his official capacity is for the furtherance of the public service in the performance of his duty. Publishing official documents or using them for personal controversy, or for any private purpose, without due authority, will be treated as a breach of official trust under the Official Secrets Act, 1889.

Confidential correspondence.

1860. A letter of a secret or confidential nature is to be marked "Secret" or "Confidential" as the case may be. Such a letter should be enclosed in two envelopes, of which the inner one only should be marked "Secret" or "Confidential," and the outer one should be inscribed with the address only. A confidential plan or other document is to be similarly treated. An envelope marked "Secret" or "Confidential" will only be opened by an officer. Secret correspondence will be marked as follows:—

If sent to or from Bermuda	...	"By Canadian or Halifax Packet."
"	"	Egypt... "Via Brindisi and British Packet."
"	"	other stations
abroad	...	"By British Packet."

In addition to the above precautions postal registration is to be resorted to when secret documents are sent by post, and the same

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course should be adopted when sending by post any documents which the responsible officer decides to be regarded as of a confidential nature. Receipts for such documents will invariably be obtained from the person to whom they are sent.

1861. Secret documents and maps issued by the War Office for retention in commands will be sent either to the G.O.C.-in-C. or to the coast defence commander (in some cases to both), each of whom will be held personally responsible for the safe custody of these documents. They will forward to the War Office on 1st December (on A.F. — A 24), a list of such documents and maps, with the certificate thereon duly completed. Subordinate officers in charge of such documents will also forward to the G.O.C.-in-C. (or to the coast defence commander) in time to reach him by the above-mentioned date, a list, with a similar certificate.

Yearly return by G.O.C.-in-C. or coast defence commander.

1862. Books, documents and maps issued from the War Office, for the public service, will be preserved and dealt with as public property. A list of them will be kept by the person responsible for them, who, when relieved in his appointment, will hand over both the list and the articles to his successor, taking a receipt from him. Whenever any deficiency is discovered, a report will be made to the G.O.C.-in-C., who will take such steps as the case may demand.

Care, &c., of documents issued from the War Office.

1863. When troops are entirely withdrawn from any station abroad, or from an expedition on active service, all official records, reports and returns relating to the command are to be made up to the date of the troops quitting the station, or of the command being broken up, and are then to be transmitted to the War Office.

Disposal of documents, &c., on command being broken up.

2.—REPORTS AND RETURNS.

Periodical Returns.

1864. The reports and returns specified below are to be furnished in time of peace by the officers specified therein. Single copies only are required, unless otherwise directed. The returns are to be transmitted direct to the War Office, unless otherwise indicated :—

Periodical returns.

Description of return.	No. of Army Form.	When to be sent.
By G.O.C.-in-C.		
<i>Special.</i>		
Record of armament guns ...	G. 951	When required.
<i>Yearly.</i>		
Amendments to record of armament guns	G. 951, or Manuscript	1st April from home stations, 1st October from stations abroad.
Revision of defence scheme (secret)	Manuscript	As directed by the War Office.
Command report (except India), confidential	Manuscript	1st January.
Report of promulgation of Army Act (abroad only)	Manuscript	After promulgation.
Secret documents ...	A. 24	1st December.

Description of return.	No. of Army Form.	When to be sent.	
Confidential reports. (officers)—			
Cavalry	B. 194	After annual inspection.	
R.A.	B. 194	Do.	
R.E.	B. 194	Do.	
Infantry	B. 194	Do.	
Instructional staffs at training schools	B. 194	1st January.	
A.S.C.	B. 194	1st January.	
Army Schools Department ...	B. 194	1st January.	
Medical	C. 338		
Q.A.I.M.N.S. (matrons) ...	C. 339		
„ „ (sisters and staff nurses)	C. 339A	Not later than 1st January and on change of station.	2 Gen No. 58
Army Veterinary Service ...	C. 397		
A.O.D.	C. 327	So as to be received by 1st January and on change of station.	
Chaplains	C. 302	Not later than 1st January.	
Reports on—			
Supply, Transport, and Barrack Services	C. 307	Between 1st October and 31st December.	
A.O.D.	C. 350	1st January.	
Clothing worn during year ...	II. 1113	As soon after 1st April as possible.	
Returns of—			
Officers, warrant officers and civilian subordinates. A.S.C.	C. 341	1st October.	
Do. do. A.O.D. ...	C. 341	1st October.	
Small arm ammunition on charge of troop and in store	G. 814	So as to be received from stations at home by 30th September, and from stations abroad by 1st November.	
Small arms held on charge by troops and in store	G. 893		
W.D. vessels and crews ...	G. 967	Not later than 30th April.	
Lecturing apparatus on charge	G. 1019	Commandant, Duke of York's School, 31st March.	
Estimates for pay—			
Staff and recruiting personnel	M. 1432	So as to be received by 1st November.	
Chaplains, officiating clergy, &c.	M. 1433	Do.	
A.O.D.	M. 1435	Do.	
Personnel for R.E. Services ...	M. 1436	Do.	
Estimate for expenditure on—			
Barracks (home and abroad) ...	M. 1418		
Fortifications and army ordnance buildings (home)...	M. 1420	So as to be received by 15th October.	
Do. do. (abroad)...	M. 1421		
Lands	M. 1430		
Provisions and forage (Vote 7) (abroad)	M. 1441	So as to be received by 1st November.	
Do. do. (home)...	M. 1441A	Do.	
Estimates of sums required in connection with training	M. 1442	Do.	
A.S.C. subordinate establishments	M. 1434	So as to be received by 1st October	
Stores for conveyance home ...	G. 1055	So as to be received by 1st September	
Allowances and transport (Vote 6) (home only)...	M. 1431	So as to be received by 1st November.	
Do. do. (abroad only)	M. 1440		
Blank ammunition for manœuvres	G. 913	Immediately amount of money available is known.	
Reserves of clothing	Manuscript	So as to be received [by 15th April.	
Return of officers for relief under para. 239.	Manuscript	1st April.	
Return of N.C.Os. for relief under para. 336.	Manuscript	1st April, to officer i/c records.	
<i>Half-Yearly.</i>			
Return of—			
Officers for examination for promotion	B. 2052	1st April, 1st October.	
Officers (militia and volunteers) for examination in military law and duties in the field	E. 621	1st April, 1st October.	

Description of return.	No. of Army Form.	When to be sent.
Candidates for examination for school certificates	C. 318	{ So as to be received from— India, 1st February and 1st August. Colonies, 1st February and 1st September. Home, 15th February and 15th September
Do. do. 1st class certificate	C. 379	With examination papers.
Lists of men granted the good conduct medal	Manuscript	After assembly of half-yearly boards.
Mobilization returns	B. 89 B 90	15th January and 15th July.
Changes in barrack accommodation	K. 1272	1st February and 1st August.
Return of troops (abroad only) ...	A. 34	1st January and 1st July.
<i>Quarterly.</i>		
Return of hired buildings	K. 1320	{ 1st April, 1st July. 1st October, 1st January.
Return showing accommodation—		
General and staff officers	K. 1327	{ 1st April, 1st July. 1st October, 1st January.
<i>Monthly.</i>		
Returns of—		
Discharges by G.O.C. abroad (nominal roll)	B. 99	1st of month.
Report on disposal of men enlisted under age (home only)	B. 233	1st of month.
Daily record of employment of W.D. (or hired) vessels	G. 1053	1st of month.
Construction and occupation ...	K. 1323	5th of month.
State of local transport abroad ...	C. 305	
Casualties, A.S.C.	C. 300	{ 1st of month.
" A.O.D. and A.O.C.	C. 300	
<i>Weekly.</i>		
Nominal roll of men discharged from the Colours (home only)	B. 99	Monday. See instructions in para. 384.
By Coast Defence Commander.		
<i>Yearly.</i>		
Returns of—		
Secret documents	A. 24	1st December.
Field and garrison mounted ordnance	G. 944	1st April { not rendered by R.H.A., K.F.A. heavy
Dismounted ordnance	Manuscript	{ or siege artillery.
Militia and volunteer artillery armaments	B. 545	1st April.
Detail of changes in ordnance in possession of militia and volunteer artillery	G. 1086	1st October, through G.O.C.
Rounds fired from guns on garrison mountings	G. 874	1st January { Direct to chief
Rounds fired from ordnance ...	G. 872	{ inspector, Woolwich.
Statement of services proposed in annual estimates for fortifications and artillery ranges		
(home)	M. 1423	{ 21st May, through district or sub-district C.R.E.
Do. do. (abroad)	M. 1422	
<i>Quarterly.</i>		
Detail of changes in armament ...	G. 819	1st January, 1st July, 1st October.

Description of return.	No. of Army Form.	When to be sent.
By Officer i/o Records.		
<i>Yearly.</i>		
Recruits—casualties among ...	B. 280	1st February.
Return of deaths ...	Manuscript	1st March.
Return of strength of reserves ...	D. 454	1st October.
Training and drills—reserve ...	D. 436	1st December.
Annual return—all arms (at home and abroad)	B. 52.	As specified on returns.
Statement of drafts embarked for India	Manuscript	At end of trooping season, to be accompanied by duplicate copies of A.F. B. 187.
Military schools—record of former pupils serving in the army, R.A., R.E., A.S.C., and A.O.C. only.	B. 222	5th January—to commandants of schools.
<i>Half-Yearly.</i>		
Return of draft requirements and of men whose colour service will expire on the last day of each month during the ensuing 30 months [cavalry, R.H.A., R.F.A., and infantry units abroad]	B. 228	1st April and 1st October.
Mobilization return ...	B. 95	15th January and 15th July
Mobilization return (M.I. battalion)*	B. 89	15th January and 15th July.
<i>Quarterly.</i>		
Return of Men who have left the Colours	B. 245	Not later than 5th day in each quarter.
<i>Monthly.</i>		
Dragoons and Lancers ...	B. 104-1.	6th of each month.
Hussars ...	B. 104-2.	6th " "
R.H.A. and R.F.A. ...	B. 104-3.	8th " "
R.G.A. ...	B. 104-4.	8th " "
Foot Guards ...	B. 104-5.	4th " "
Infantry of the Line ...	B. 101-6.	6th " "
R.E., A.S.C., A.O.C., R.A.M.C., A.V.C.	B. 104-7.	8th " "
Strength of reserve ...	D. 440	4th " "
State of boys ...	B. 104-10.	5th " "
<i>Weekly.</i>		
Nominal return of discharges for men of the army reserve, and permanent staff of the militia and volunteers	B. 99	Monday
Return of effectives, increase and decrease at home, and of headquarters recruits (A.S.C., R.A.M.C., A.O.C., and A.V.C.)	B. 238	Saturday.
By O.C. Station.		
<i>Monthly.</i>		
Return of births ...	B. 259	1st of month. } To local
Do. deaths ...	B. 260	1st of month. } registrars.

*Officer i/c infantry records, as ordered.

Description of return.	No. of Army Form.	When to be sent.
<p>By O.C. Unit Quartered in or Department.</p> <p><i>Yearly.</i></p> <p>Statement of services proposed in annual estimates for barracks—</p> <p>Part I services M. 1414</p> <p>Part II services M. 1413</p> <p>Sanitary services M. 1416</p>	<p>Barracks</p>	<p>and Head of Services</p> <p>} 21st May, through district or sub-district C.N.E.</p>
<p>By Lieutenant-Colonel Commanding R. A.</p> <p><i>Yearly.</i></p> <p>Qualification returns; master-gunners, N.C.Os., artificers, artillery clerks, etc.</p> <p><i>Quarterly.</i></p> <p>Qualification returns (amendments to).</p>	<p>B. 92</p> <p>B. 92</p>	<p>1st April, to officer i/c records.</p> <p>1st January, 1st July, 1st October, to officer i/c records. Blank when no amendments.</p>
<p>By O.C. Unit.</p> <p><i>Yearly.</i></p> <p>Return of officers of regular and auxiliary forces employed on active service during preceding year, with full particulars of service</p> <p>Report on military bandmasters</p> <p>Military schools, record of former pupils serving in the army</p> <p>Report on clothing worn during year</p> <p>Stocktaking board on clothing and necessaries in store</p> <p>Return of mobilization clothing in store on 31st March</p> <p>Confidential reports—</p> <p>Warrant officers, A.S.C.... .. C. 378</p> <p>Do. A.O.C. C. 378(a)</p> <p>Do. R.A.M.C. C. 378(a)</p> <p>Do. A.V.C. C. 378</p> <p>Report on instruction in military engineering (R.E. only)</p> <p>Household cavalry — casualties among recruits</p> <p>Return of candidates for competition for "schoolmaster on probation" and for students at the Duke of York's Royal Military School and Royal Hibernian Military School (home stations only)</p>	<p>Manuscript</p> <p>Manuscript</p> <p>B. 222</p> <p>H. 1113</p> <p>H. 1164</p> <p>Manuscript</p> <p>C. 378</p> <p>C. 378(a)</p> <p>C. 378(a)</p> <p>C. 378</p> <p>B. 2094</p> <p>B. 280</p> <p>Manuscript</p>	<p>1st January. { To be marked "Army List" on left hand upper corner.</p> <p>1st January.—Commandant, Kneller Hall.</p> <p>1st January.—R.A., R.E., A.S.C. and A.O.C. to officer i/c records, others to commandants of schools.</p> <p>1st April, to G.O.C.-in-C.</p> <p>Not later than 15th April</p> <p>1st April { To chief accountant or (in commands where a chief accountant has not been appointed to the Director-General of Army Finance.)</p> <p>To officer i/c records.</p> <p>1st January (a) and on change of station.</p> <p>Conclusion of course (through G.O.C.-in-C.), 1st February.</p> <p>15th April,</p>

Description of return.	No. of Army Form.	When to be sent.
<i>Half-Yearly.</i>		
Men recommended for good conduct medal	B. 176	1st January, 1st July, to G.O.C.-in-C.
Mobilization returns* ...	B. 89	1st June and 1st December, to officer i/c records.
	B. 90	
Qualification returns—		
A.S.C. supply section ...	B. 70	1st January, 1st July.
A.S.C. transport and remounts	B. 113	1st April, 1st October.
A.S.C. mechanical transport section	B. 112	1st April, 1st October.
A.V.C. ...	B. 119	1st April, 1st October.
A.O.C. ...	B. 70 (a)	1st January, 1st July.
A.O.C. armourer and machinery artificer sections	C. 346 (a)	(a) and on change of station.
Roll of mounted men and horses, A.S.C. (service companies)	B. 227	15th January, 15th July.
Employment return A.S.C. (supply section),	Manuscript	1st April, 1st October.
<i>Quarterly.</i>		
Roll of mounted men and horses, A.S.C. (depôt companies)	B. 227	15th January, 15th April, 15th July, 15th October, to officer i/c records.
Return of recruits raised at headquarters of units	B. 139	1st January, 1st April, 1st July, 1st October.
<i>Monthly.</i>		
Regimental returns—		
Household Cavalry ...	B. 104-8	2nd of month.
Military Police ...		
Guards dépôt ...		
Provisional Battalion ...		
Army Post Office Corps ...		
Royal Garrison Regiment ...		
Mounted infantry ...		
Do. Egypt ...		
Do. South Africa ...		
West India Regiment ...		
West African Regiment ...	B. 104-8	1st of month, to officer i/c R.G.A. records.
Battalions of Indian Infantry, temporarily on British establishment		
Royal Malta Artillery ...	B. 104-8	1st of month, to officer i/c records.
Local Companies, R.G.A. ...		
R.E. units abroad having native troops on strength	B. 157	1st of month, to officer i/c records.
R.A. at home and abroad		
R.E. at home and abroad	B. 157	1st of month, to officer i/c records.
Cavalry and infantry at home		
Do. do abroad	B. 158	1st of month, to officer i/c records.
R.A.M.C. at home and abroad		
A.V.C. ...	B. 101	1st of month, to officer i/c barracks.
Regimental depôts ...		
Cavalry } at home and abroad	B. 2087	1st of month.
Artillery }		
Infantry }	B. 283	1st August to 1st February, to G.O.C.-in-C.
Barrack occupation and lodging money		
State of horses and mules	B. 2052	1st of month, to officer i/c records.
Soldiers liable to general service under Section 83 (i) Army Act (home only)		
Conduct return, A.O.C. ...	B. 149	1st of month, and a copy to regimental agents.
Officers at or on leave of absence from station (all arms)		
Depôt state ...	B. 168	1st of month, to Os.C. line battalions.

* By Os.C. units allotted in Field Army Tables, only.

Description of return.	No. of Army Form.	When to be sent.
<i>Weekly.</i>		
Return of effectives, increase and decrease at home, and of headquarters recruits (cavalry, R.A., R.E. and infantry)	B. 238	Saturday.
Weekly duty state, R.A.M.C. (units at home only).	B. 58 ...	Saturday, to officer i/c records.
By Chief Engineer.		
<i>Monthly.</i>		
Damage to buildings	K. 1279	1st of month
By C.R.E.		
<i>Yearly.</i>		
Engineer stores — accounting, &c.	G. 896 K. 2400	} Not later than 1st July, to chief accountant.
Engineer stores — stocktaking, &c.	G. 896 K. 2401	
By P.M.O. of Command.		
<i>Yearly.</i>		
Estimate of pay, &c., for medical service	M. 1437	So as to be received by 1st November.
<i>Monthly.</i>		
Return of officers, civilian practitioners and nursing staff	C. 340	4th of month.
By Assistant Director of Ordnance Stores.		
<i>Yearly.</i>		
Statement of services proposed in annual estimates for ordnance buildings	M. 1424	21st May, through chief engineer or C.R.E.
<i>Half-Yearly.</i>		
Return of rifled ordnance in store	G. 873	} 1st April and 1st September
Return of carriages and slides in store	G. 834	
Return of deficiencies in mobilization equipment	G. 1031	{ When no changes have been made since last return a memo., instead of blank forms, will be forwarded. 1st May and 1st November, through the G.O.O.-in-C.

Description of return.	No. of Army Form.	When to be sent.	
By Officer i/c Recruiting Area.			
<i>Quarterly.</i>			
Report on recruiting	B. 137	1st January, 1st April, 1st July, 1st October (as directed on form).	
<i>Weekly.</i>			
Return of recruits finally approved	B. 211	Saturday { 1 copy direct to W.O. 1 to O.C. district.	
By Officer i/c Civil Employment Register.			
<i>Quarterly.</i>			
Return of civil employment ...	B. 2096	1st January, 1st April, 1st July, 1st October, O.C. district.	A.O. 160 1906
By Commandant, School of Signalling.			
<i>Yearly.</i>			
Report on signallers inspected ...	B. 226	1st January.	
By Inspector of Gymnasia.			
<i>Yearly.</i>			
Officers and men under instruction	Special	1st January.	
By O.C. Army Schools.			
<i>Half-Yearly.</i>			
Garrison school state	C. 321	4th January, 4th July.	
Elder girls school state	C. 2116		
Infants school state	C. 322		
Garrison school, inspection report (home)	C. 320A		
Garrison school, inspection report (abroad)	C. 320	At earliest possible date after yearly and half-yearly inspections.	
Infant and sewing school inspection report	C. 314		

Regimental Returns.

Monthly return.

Returns for March and September, to be checked by accountant.

1866. Regimental returns rendered on the first of each month will show the distribution up to midnight on the preceding day. Copies of the first page of the monthly returns rendered on the 1st April and 1st October will be passed to the regimental accountant of the regimental dépôt or corps concerned, so that he may check the numbers shown with the numbers for whom pay is charged on the last day of March and of September respectively. As however a man who was discharged, transferred to the reserve, or otherwise became non-effective on the last day of any

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Returns

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month, cannot be included in the effective strength of the 1st of the ensuing month, a note should be made on the copy forwarded to the accountant explaining any discrepancy between the numbers shown on the return, and those for whom pay was charged for the previous day. Should any discrepancy remain unexplained, the accountant will inform the C.O. who, if an error is found in the return, will immediately report it to the officer i/c records.

1867. When leave is extended, the date from which the leave originally commenced, not the date from which the extension took effect, is to be shown in the column "From what time." The reason (if known) for an officer being absent without leave is always to be inserted in the column of "Remarks." The date on which an officer joins, after absence without leave, is to be inserted in "Memoranda" in the succeeding monthly return.

Absent officer.

1868. A deserter is not to be struck off the strength until the declaration of the court of inquiry has been made and recorded. Until such time he is to be returned as "absent without leave," although he may have been reported as a deserter.

Deserter.

1869. An officer of the auxiliary forces attached for duty to an unit of the regular forces will be shown under the head of "Officers Attached," the date of his joining and quitting being specified.

Officer of auxiliary forces attached.

1870. The following table shows the dates of posting, &c., and the procedure to be observed in the case of transfers between units, &c., at home and abroad, of individuals sent home on furlough, for courses of instruction, &c., or for transfer to the army reserve.

Accounting for men transferred.

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King's

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Transfers of individuals.		For what purpose.	Procedure.	Date from which vacancies of N.C.O., trumpeter, bugler or drummer filled in previous unit.
From.	To.			
(a)	(b)	(c)	(d)	(e)
(i.) Unit at home.	Unit abroad.	Service...	When placed under orders :—shown as "under orders to join service companies." Struck off from date of embarkation, and reported as "sent to service companies."*	Date of embarkation.
(ii.) Unit at home, embarking.	Depôt or service unit at home.	Man left behind on embarkation.	Struck off previous unit from date of its embarkation and absorbed in depôt or service unit.†	Date of absorption in depôt or service unit. In cavalry vacancy will not be filled unless permanent transfer to home unit occurs.
(iii.) Unit abroad, embarking.	Relieving unit, or to be sent home.	Do.	Struck off previous unit from date of its embarkation.*	Date of absorption in new unit.
(iv.) Unit abroad.	United Kingdom.	Furlough ...	Retained on strength of unit.	

* Will be added to the returns of the units they are to join by the officer i/c records.

† N.C.Os. and men of the cavalry, if temporarily ineligible for service abroad will be attached to, and if permanently ineligible will be posted to, affiliated units.

Transfers of individuals.		For what purpose.	Procedure.	Date from which vacancies of N.C.O., trumpeter, bugler or drummer filled in previous unit.
From.	To.			
(a)	(b)	(c)	(d)	(e)
(v.) Unit abroad.	United Kingdom.	In charge of sick member of family.	A serjeant, or soldier below that rank, if not granted furlough, will be absorbed in home establishment. A warrant officer or N.C.O. above the rank of serjeant will be retained on strength of unit abroad.	If no vacancy in home unit a N.C.O. of same rank will besent to the unit abroad, and the N.C.O. sent home will be absorbed in vacancy thus created.
(vi.) Unit abroad except R.A. or in India.	Do.	Courses of instruction.	Struck off from date of embarkation. Shown on strength of and absorbed in home establishment.	Date of absorption.
(vii.) All R.A. abroad and cavalry and infantry in India.	Do.	Do.	Retained on strength of unit.	
(viii.) Unit abroad.	Depôt ...	Discharge or transfer to reserve immediately or within two months of arrival at home.	Struck off from date of disembarkation, and shown on strength of depôt until discharged or transferred.*	Date of discharge or transfer. In India—28 days from date of embarkation.
(ix.) Do.	Do.	Discharge or transfer to the reserve, but who will have more than two months to serve on arrival home.	Struck off from date of embarkation. (India, date of disembarkation.) Taken on strength of depôt and transferred to home establishment.*	Do.
(x.) Do.	Depôt ...	Invalid for discharge.	Struck off from date of disembarkation and shown on strength of depôt until discharged.*	Date of discharge.
(xi.) Do.	Do.	Invalid not subsequently discharged.	Struck off from date of disembarkation, shown on strength of depôt, and absorbed in depôt or home service unit.*	Date of absorption.
(xii.) All arms, except Household Troops.	Army reserve.	Service reserve.	Borne as supernumeraries and accounted for in monthly reserve return of record offices.	Date of transfer to reserve.
(xiii.) Household Troops.	Do.	Do.	To be shown in monthly reserve return of corps from which passed to reserve.	Do.

* Cavalry will be attached to, but shown on the strength of, affiliated units.

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Artillery
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Casualties, &c.

1871. Should an unusual number of deaths or desertions occur, the C.O. will transmit, with the monthly return, a report stating the causes thereof, the remedial and precautionary measures taken to check any particular malady, and the measures adopted for the apprehension of deserters and for checking desertion. Casualties.

On active service, as long as sick and wounded officers or soldiers are under treatment, generals commanding will exercise their discretion in telegraphing progress reports to the War Office in the following terms: "All wounded doing well except—." All other telegrams relating to killed and wounded will be dealt with in accordance with the Allowance Regulations.

1872. On the death of an officer a report is to be made to the War Office as follows:— Death report of officer.

Status of deceased.	By whom made.
General or staff officer, or officer doing extra-regimental duty	General officer under whom deceased was serving.
Regimental officer ...	C.O.
Regimental officer on leave from abroad.	Regimental agent.
Officer of service or department ...	C.O.

In these reports (which are in addition to entries in returns) the date of decease and particulars thereof are to be noted.

The officer making the report will also at once communicate full particulars to the next of kin, and he will do the same in the event of an officer being dangerously ill. In communicating this information by telegram, para. 573 of the Allowance Regulations will be adhered to. Relatives to be informed.

1873. The death of a warrant officer is to be reported in a separate letter to the War Office by his C.O. Warrant officer.

1874. Immediately after the death of a soldier, the O.C. his company, etc., will make out a death report, in duplicate, on A.F.—B 2090. This report will be forwarded to the War Office by the C.O. of the soldier's unit, or the unit to which he was attached, by the P.M.O., Netley, administrative medical officer, Herbert Hospital, Woolwich, or by the commandant of the discharge dépôt, as the case may be. Death report of soldier.

If a soldier dies on board ship, the O.C. troops, immediately on arrival in port, will forward A.F.—B 2090, to the War Office, and to the officer i/c records concerned. The officer i/c records will inform the next-of-kin. Death on board ship.

1875. Immediately on the death of a soldier, his rank, name, regimental number, the place, date, and cause of death, and the probable time of burial will be notified by telegram to the next-of-kin, if residing in the country in which the death took place. In all cases, whether a telegram is sent or not, a letter, written and signed by an officer, will be sent to the next-of-kin giving the above particulars, as well as all information as to duration of illness, and any other matters likely to be of interest, and directing, when necessary, that application regarding his effects should be addressed to the War Office direct. Particulars of death of soldier to be sent to next-of-kin.

Casualties in action are to be reported on A.F.—B 103 as regards men, and A.F.—B 88 as regards horses. Casualties in action.

Courts of inquiry on missing officers or soldiers.

When an officer or soldier on active service is reported to be missing and cannot be satisfactorily accounted for, a court of inquiry will be assembled to collect all evidence of the case, and will record an opinion as to whether it is reasonable to suppose that the officer or soldier is dead.

The court will be convened after such time as the C.O. may consider necessary to allow of the circumstances of the casualty being cleared up, but, if not previously held, the court will be convened in any case at the end of 6 months.

The proceedings will be forwarded as follows :—

- (i.) In the case of officers to the War Office.
- (ii.) In the case of soldiers to the officer i/c records.

When the officer or soldier is declared by the court to be dead, the same procedure will be adopted as if he had been killed in action.

Inquiries regarding Soldiers.

Replies to inquiries for soldier.

1876. When inquiries are made for a soldier by his friends, the officer i/c records, the O.C. unit or depôt, will use despatch in answering them and give the best available information. Should a soldier inquired for belong to another unit or depôt, the application will be transferred to the officer i/c records concerned, and the applicant informed accordingly.

Should the soldier inquired for be dead, the date, place, and cause of death may be given, but no information regarding his birth, description, regimental number, military history, or next of kin, will on any account be supplied to the applicant. In such a case the application will be forwarded to the War Office, with a covering letter, for any further action that may be necessary.

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3.—BOOKS.

General Instructions.

Books to be kept by officers, warrant officers and serjeants.

1877. Officers, warrant officers and serjeants will possess the latest editions of the undermentioned books and will produce them at all inspections. These books are at first supplied, on requisition, at the public expense, and new editions will be issued when published. When a serjeant is discharged, or otherwise removed, he is to deliver the books in his possession to the O.C. the company, &c.

8
King's Regs.
94

- (i.) All officers, warrant officers, and serjeants.

Field Service Regulations, Part I, Combined Training.
Appendix to Training Manuals, and Departmental Manuals and Field Service Manuals of the Service or Department to which he belongs.

Officers only.

King's Regulations.
Manual of Military Law.
Field Service Regulations, Part II, War Administration.
Regulations for Mobilization.
Field Service Pocket Book.
War Establishments.

In addition to above, officers, warrant officers, and serjeants of the undermentioned arms and branches will be in possession of the following :—

- (ii.) Cavalry.

Cavalry Training.
Musketry Regulations.
Manual of Military Engineering.*

Manual of Map Reading and Field Sketching.
Animal Management. (Officers, warrant officers, and squadron-serjeant-majors.)

8
King's
172

* The scale laid down will only apply to the Manual of Military Engineering subsequent to that of 1905.

(iii.) R.H.A. and R.F.A.

Field Artillery Training.
Cavalry Training.
Musketry Regulations.
Manual of Military Engineering.*
Manual of Map Reading and Field Sketching. (Officers only.)
Animal Management. (Officers, warrant officers, and battery-serjeant-majors.)

(iv.) R.G.A.

Garrison Artillery Training, Vols. I, II, and III.
Field Artillery Training. (Heavy batteries only.)
Infantry Training.
Musketry Regulations.
Manual of Military Engineering.*
Manual of Map Reading and Field Sketching. (Officers only.)

(v.) R.E.

Royal Engineers' Training.
Cavalry Training. (Mounted units only.)
Infantry Training. (Dismounted units only.)
Regulations for Engineer Services. (Officers only.)
Instruction in Military Engineering. (Officers only.) (The Part referring to his branch.)
Musketry Regulations.
Manual of Military Engineering.*
Manual of Map Reading and Field Sketching. (Officers only, except in mounted and survey units.)
Animal Management. (Officers, warrant officers, and troop and company-serjeant-majors, mounted units only.)

(vi.) Infantry.

Infantry Training.
Musketry Regulations.
Manual of Military Engineering.*
Manual of Map Reading and Field Sketching. (Officers only.)

(vii.) A.S.C.

A.S.C. Training.
Infantry Training.
Musketry Regulations.
Manual of Map Reading and Field Sketching. (Officers only.)
Animal Management. (All officers, and only warrant officers and company-serjeant-majors of transport branch.)
Regulations for Supply, Transport and Barrack Services. (Officers only.)
Supply Handbook. (All officers, and only warrant officers and serjeants of supply branch.)
Standing Orders A.S.C.
Transport Manual. (All officers, and only warrant officers and serjeants of transport branch.)

(viii.) Army Medical Service.

Regulations for Army Medical Service. (Officers only.)
Manual for the R.A.M.C.
Standing Orders for the R.A.M.C.
Infantry Training.
Nomenclature of Diseases. (Officers only, quartermasters excepted.)

(ix.) Army Veterinary Service.

Regulations for Army Veterinary Services. (Officers only.)
Manual and Standing Orders for A.V.C.
Animal Management.

(x.) A.O.D. and A.O.C.

Regulations for Army Ordnance Service. (Officers only.)
A.O.C. Standing Orders.
Equipment Regulations. Part I. (Officers only.)

(xi.) Army Pay Department.

Financial Instructions in relation to Army Accounts.

* The scale laid down will only apply to the Manual of Military Engineering subsequent to that of 1905.

Army Books, &c., to be kept up by Record Offices and Units.

1878. The books to be kept by every record office and unit are shown in the following table. They are to be produced at inspections and at such other times as the general commanding may direct. The officer i/c records or the C.O. of the unit is responsible that the books are properly kept, and he should examine them periodically and see that they are correct and written up to date:—

List of books
to be kept.

NOTE.—This Table is not intended to show the number of copies of each book to be kept by record offices and units, which will depend upon the circumstances of the case.

Books.	Army Book.	Record offices, all arms.	Regiments of cavalry, bat- talions of infantry, and their depôts.	R.A.		R.E.		A.S.C.		R.A.M.C.		Units.	P.V.O.	Sections.	Remarks.
				Lieutenant - colonel's command, R.A.	Batteries, R.H.A., R.F.A., mountain and heavy.	Companies, R.G.A.	O.C., R.E.	Units.	Headquarters stations.	Companies.	O.C. district or com- mand.	Headquarters com- panies and detach- ments abroad.			
REGIMENTAL BOOKS.															
i. Army Orders	...	1	1	1	1	1	1	1	1	1	1	1	1	1	(a) Kept at War Office.
ii. Regimental order book.	127	...	1	(a) In Asiatic bat-
iii. Regimental order book, box file	189	1	1	1	1	1	1	1	1	1	1	talions R.G.A.,
iv. Record of officers' services.	83	...	1	W	W	W	W	W	W	W	W	W	W	W	Indian A.F.
v. Record of services and ages (men).	56	1 (a)	250 is used.
vi. Digest services of regiment.	127	1	1 (b)	(b) See paras.
vii. Regimental register of soldiers' services.	333	1	1927 to 1931.
viii. Attestations (portfolio).	254	1	1	...	1	1	...	1	...	1	...	1	...	1	(c) Only for officers convicted by court-martial.
ix. Regimental conduct sheets (officers) (c).	A.F. B 120	...	1	W	W	W	W	...	W	...	W	W	W	...	
x. Regimental conduct sheets (men)	A.F. B 120	...	Kept with duplicate	duplicate	duplicate	duplicate	attestations	attestations	attestations	attestations	attestations	attestations	attestations	attestations	
xi. Letter book	127, 129, or 213	1	1	1	1	1	1	1	1	1	1	1	1	1	
xii. Postage book	97	1	1	1	1	1	1	1	1	1	1	1	1	1	
xiii. Copies of returns	22, 23 or 70	1	1	1	1	1	1	1	1	1	1	1	1	1	

Books.	Army Book.	Record offices, all arms.	Regiments of cavalry, bat- talions of infantry, and their depôts.	R.A.			R.E.		A.S.C.		R.A.M.C.		A.O.C.	A.V.S.		Remarks.
				Lieutenant - colonels command, R.A.	Batteries, R.H.A., R.F.A., mountain and heavy.	Companies, R.G.A.	O.C., R.E.	Units.	Headquarters stations	Companies.	O.C. districts or com- mand.	Headquarters com- panies and de- tachments abroad.		Units.	P.V.O.	
QUARTERMASTERS' BOOKS.																
i. Ledger for cloth- ing and neces- saries.	311	..	1	..	1	1	1	1	..	1	..	1	1	..	1	1
ii. Account of cloth- ing and neces- saries.	284 or 285	..	1	..	1	1	1	1	..	1	..	1	1	..	1	1
iii. Ledger for public clothing in pos- session of com- panies.	340	..	1
iv. Bedding book	1	..	1	1	1	1	1	1	1	1	1	..	1	1
v. Equipment ledger	1	..	1	1	1	1	..	1	..	1	1	..	1	1
vi. Account of rations	109	..	1	..	1	1	1	1	..	1	..	1	1	..	1	1
vii. Account of forage	98	..	1	..	1	1	1	1	..	1	..	1	1	..	1	1
viii. Letter book	129	..	1	..	1	1	1	1	..	1	..	1	1	..	1	1
ix. Copies of reports of boards of survey on clothing and necessaries.	106	..	1	..	1	1	1	1	..	1	1	..	1	1

Para. 1878.
contd.)

1879. The Mobilization Regulations contain instructions as to the disposal of regimental books by a mobilized unit. Mobilized unit.

1880. A unit abroad, if ordered on active service outside the command, will take with it all its regimental books; but only those books detailed in the Tables of Books, Army Forms, &c., should be taken beyond the base of operations. Unit serving abroad.

Company, &c., Books.

1881. The following books will be kept by companies, &c. :— List of books.

1. Squadron, battery and company book. A. B. 70.
2. Order book. A. B. 137.
3. Conduct book. A guard book containing A. F.—B 121.
4. Messing-book. A. B. 48.
5. Pay and mess-sheet. A. F.—N 1504.
6. Cash-book and ledger. A. B. 69.
7. Personal clothing disposal-book. A. B. 339.
8. Monthly indents for clothing and necessities—
A. F.—H 1178 and 1180 for mounted services.
A. F.—H 1179 and 1181 for dismounted services.
9. Description of horses, A. B. 92 (only for corps having horses or mules).

Instructions regarding Army Orders, Standing Orders, and Regimental Orders and Books, &c.

1882. The Adjutant-General and Quartermaster-General may issue Standing Orders relating to the R.A., R.E., A.S.C., R.A.M.C., A.V.C., and A.O.C. An O.C. station or unit may issue standing orders relating to his station or unit, but all such orders will be subject to regulations issued by Army Orders, and will provide only for such matters as are not provided for in those regulations. Issue of standing orders.

The head note of standing orders so issued will read as follows :—

“Published under para. 1882, King's Regulations.”

1883. Officers will acquaint themselves with regulations and orders. Ignorance of published orders will not be admitted as an excuse for their non-observance. All orders specially relating to soldiers will be read and explained to them immediately after such orders are received; and important orders will be read on three successive parades.

1884. All Army Orders (including corps orders, R.E., A.V.C., and Lists of Changes in War Matériel), received from the War Office, and corps orders, A.S.C., R.A.M.C. and A.O.C., received from officer i/c records are to be kept in guard books. Each volume will contain orders, &c., for one year, and will be numbered and indexed. Army order book.

1885. All official letters on regimental business are to be entered in the letter book (A.B. 127, 129, or 213). It should be kept in two parts, one for the entry of letters to departments, and one for those to individuals. The book is to contain an alphabetical index, and a separate index for the public departments. It need not be kept beyond three years after it is completed, but copies of such letters as may be likely to be required for reference must be preserved. Letter book.

1886. A register of all letters received will be kept in A.B. 193. Register letters received. Returns.

1887. Copies of all returns are to be kept in a guard book in order of date. They may be destroyed after three years.

1888. The orders of a unit will be divided into two parts, as follows :— Orders of unit.

Part I. will deal with training, manœuvres, parades, and matters which do not affect a soldier's pay, service, or

documents ; Part II. (A.F.—O 1810) with matters which affect a soldier's pay, service, or documents.

Part II. of orders, prepared on A.F.O. 1810, will be framed in the identical words in which the entry is to be made in original and duplicate attestations. Every circumstance which affects a soldier's service or pay, including service or proficiency pay, will be published in Part II. of orders immediately after its occurrence. When a soldier becomes efficient and eligible to draw service or proficiency pay, Class I. or II., the fact will be published in Part II. of orders. In arms of the service for which a musketry standard is laid down for the grant of service or proficiency pay the names of all soldiers who have completed the classification practices, and the standard attained by each man will be immediately published in Part II. of orders.

Copies of Part II. of orders (or a notification that none have been issued) will be sent weekly, and on the last day of each month, to the officer i/c records, who will retain them for reference. In the case of units at home the weekly copies will be despatched so as to reach the record office on Mondays ; copies of Part II. of orders will also be sent daily to the regimental accountant concerned.

Each issue of each Part of orders will be numbered consecutively, commencing on the 1st January of each year, and each item will be given a sub-number.

A box file (A.B. 189) will be used by officers i/c records and C.Os. for filing these orders. Parts I. and II. will be kept in separate files. C.Os. will review Part I. of orders annually, and any matter affecting the permanent orders of a unit will be noted in A.B. 127.

Equitation register of officers, men, and horses.

1889. In the equitation register (A.B. 93) the officers and men are to be entered in three classes, according to their proficiency. The first class is to consist of such officers and soldiers as are proficient in equitation. The second class is to comprise those officers and soldiers in an intermediate state of proficiency. The third class is to include those officers and soldiers in the early stages of instruction. The horses are to be classed in like manner.

Classification. Dismissals.

1890. Classification is to be made under the direction of the C.O. and alterations are to be determined by him. Dismissals from attendance at riding drills are to be authorized by the C.O. only, after personal inspection.

Class-roll.

1891. In addition to the register kept by the riding-master, a class-roll is to be kept in each troop of officers, men, and horses belonging to it, and this roll will be shown at inspections.

Register of certificates of education.

1892. A register of certificates of education (A.B. 13) will be kept by the officer i/c records. The particulars necessary for the maintenance of the register will be notified in Part II of orders.

Civil employment.

1893. The Instructions as to the Civil Employment of Army Reserve Men and Discharged Soldiers, contain full directions on the subject of civil employment.

4.—RECORDS.

Officers' Services.

Record of officers' services.

1894. A.B. 83 will be carefully kept up. Each officer will, on first joining his corps, affix his signature to the "Personal Particulars," and will initial all subsequent entries under that

A.O. 236
1906

A.O. 101
1907

A.O. 236
1906

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979

heading. All other entries in the form will be initialled by the C.O. of the unit in which the officer is serving at the time they are made. On an officer ceasing to belong to the corps, the C.O. and the adjutant of the corps will affix their signatures to the form, which will then, as far as the corps is concerned, be considered closed.

Soldiers' Services.

1895. A soldier when posted or transferred to a corps will receive a regimental number in that corps. Numbers of soldiers.

1896. The regimental number will be given by the officer i/c records, on application from the O.C. unit. By whom given.

1897. The regimental series of numbers will commence with 1. Series.
The numbers will be given in sequence, according to date of application. The series will extend to 49,999 in each of the three corps of cavalry of the line, and in the R.G.A. ; to 99,999 in the R.H.A. and R.F.A. ; to 29,999 in the R.E. and A.S.C. ; to 19,999 in each regiment of foot guards, infantry of the line, and R.A.M.C. ; and to 9,999 in regiments of household cavalry and in corps not named above. When these numbers have been reached a new series will be commenced.

1898. In all documents relating to a soldier, his regimental number will precede his name. This number will not be changed as long as he remains in the corps. If he is transferred, deserts, is discharged, or dies, the number will not be given to any other soldier. A soldier promoted to warrant rank will retain his regimental number. To be always used in documents.
Not to be changed.

1899. The name in which a soldier is attested cannot be erased from his attestation or documents. If a soldier who has enlisted under an assumed name wishes his true name to be added in his records, he must, at his own expense, make a statutory declaration before a magistrate as follows :— Procedure on change of name by a soldier.

"I, A.B., do solemnly and sincerely declare that I was enlisted on the name of _____, under the name of _____, which name I now declare to be incorrect. The name of _____, contained in the accompanying certificate of birth, I now declare to be my true name, and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of an Act made and passed in the sixth year of the reign of King William the Fourth, chap. 62, entitled 'The Statutory Declarations Act, 1835.'

"Signature of soldier _____."

"Declared before me at _____, this _____ day of _____."

"Signature of J.P. _____."

The man should be warned that, if the declaration so made is untrue in any material particular, he is liable to be indicted for perjury.

The true name will then be recorded, as an *alias*, after the assumed name wherever the latter appears on the documents and the declaration will be attached to the man's duplicate attestation. Recording new name.
See para. 1907.

1900. The service of each soldier will be recorded on his original attestation and duplicate attestation. Attestation.

1901. Original and duplicate attestations will be filed in portfolios, in numerical order, an alphabetical index being kept in

each volume. When an attestation is taken from the portfolio for any purpose, A.F.—B 198 will be prepared and sent with it. This form after being signed by the recipient will be returned to be placed in the portfolio instead of the attestation. When the attestation has been received back, then A.F.—B 198 will be returned to the officer who borrowed the attestation..

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Attestation
defaced or
lost.

1902. Should either the original or duplicate attestation be lost or become so injured as to render it useless, a certified copy of the attestation (whether original or duplicate) will be substituted for it. An entry as follows will be made in red ink at the top of the first page of the copy :—

COPY ATTESTATION.

"Substituted for (original or duplicate) attestation, in accordance with King's Regulations, paragraph 1902."

Station _____

Signature of C.O. _____

Date _____

Information
for completion
of original
attestation.

1903. The officer i/c records is to be furnished with the information for keeping these records completed up to date; this information will be furnished in Part II of orders, as specified in para. 1888:

A.O. 231
1906

Custody of
original
attestation.

1904. Original attestations will be sent to the officer i/c records, and will be disposed of as laid down in para. 1926.

The original attestation of a warrant officer or N.C.O. serving on the command, garrison, or gymnastic establishment, and of a soldier who is borne as supernumerary on the regimental establishment, will remain in the custody of the officer i/c records of the corps to which he belongs.

Documents
attached to
original
attestation.

1905. The following documents will be attached to the original attestation, and enclosed with it in A.F.—B 278 :—

- (i.) Proceedings of court of inquiry on injuries sustained and on men reported missing while on active service.
- (ii.) Attestations of fraudulently enlisted men, and of men improperly re-enlisted while belonging to the army reserve, for corps in which they have not been held to serve.
- (iii.) Authority for special enlistment (A.F.—B 203).
- (iv.) Compulsory stoppages (A.F.—B 282).
- (v.) Certificate of character (A.F.—B 64). After one year from date of attestation this certificate may be destroyed.

Custody of
duplicate
attestation.

1906. On the enlistment of the recruit the duplicate attestation will be sent to his C.O., and will, except on active service, invariably accompany the unit.

Documents
attached to
duplicate
attestation.

1907. The following documents will be preserved with the duplicate attestation and enclosed in A.F.—B 278 :—

- (i.) Re-engagement paper (A.F.—B 186).
- (ii.) Notice to be given to his C.O. by a soldier who desires to continue in the service beyond 21 years, under Section 85 of the Army Act (A.F.—B 221).
- (iii.) Application of a soldier to extend his army service under Section 78 (1) of the Army Act (A.F.—B 221).
- (iv.) Authority for any prolongation of service under Section 87, Army Act.
- (v.) Declaration of change of name.
- (vi.) Certified record of any service under a previous attestation which the soldier has been allowed to reckon towards pension.
- (vii.) Certificates of trade proficiency (A.F.—B 195).
- (viii.) *Regimental conduct sheet, A.F.—B 120.
- (ix.) Compulsory stoppages (A.F.—B 282).
- (x.) Pay book for active service, A.B 64.

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Gen. No.
764

1908. The duplicate attestation of a re-engaged man serving at home will be sent triennially in January, to the officer i/c records,

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Gen. No.
1061

* See para. 1916.

who will check the third and fourth pages of the duplicate and original and return the duplicate with his remarks.

In the case of a re-engaged man serving abroad, a warrant officer or N.C.O. serving on command, garrison, or gymnastic establishments, or soldier who is borne as supernumerary on the regimental establishment, A.F.—B 200, will be sent triennially in January, to the officer i/c records, who will check the entries and return it with his remarks. In the R.A., R.E., A.S.C., R.A.M.C., A.V.C., and Army Pay Corps serving at home, the original and duplicate attestations will be compared triennially under instructions from the officer i/c records.

Declarations of Courts of Inquiry into Illegal Absence.

1909. A record (A.F.—B 115), countersigned by the C.O., of the declaration of a court of inquiry held to record the illegal absence of a soldier, is to be kept with his duplicate attestation and disposed of with that document (see para. 1924). The original proceedings are then to be destroyed. When a unit embarks abroad, certified copies of these records are to be left with the staff officer at the port of embarkation.

This record, or a copy thereof, purporting to bear the signature of the officer having the custody of the regimental books, will be admissible in evidence of the facts therein stated on the trial of the soldier.

Statement of Services.

1910. Every variation affecting a soldier's service, service pay, proficiency pay, or good conduct pay or badges, will be entered in his statement of services or military history sheet, as it occurs, or as soon as it is reported in Part II of Orders, as follows :—

Courts of inquiry on absentees.

Entries in attestation and duplicate attestations.

(i.) Promotion to, or reduction from, any rank.	See para. 282.
(ii.) Grant or deprivation of any appointment.	Such as lance corporal, bandsman on the establishment, drummer or bugler, class of orderly in the R.A.M.C., or shoeing-smith on the establishment.
(iii.) Grant or deprivation of service, proficiency and good conduct pay, and grant or forfeiture of good conduct badge.	To be entered in red ink.
(iv.) Extension of service with the colours.	Date of authority, the amount of gratuity (if any) received, and the regulation under which such gratuity was granted, to be stated.
(v.) Re-engagement.	Entry to be made thus :—"Re-engaged for the Regiment, at , on , for such term as shall complete 21 years' service." The date of re-engagement will be that of approval by the competent military authority.
(vi.) Continuance in the service beyond 21 years.	Date of authority to be quoted.
(vii.) Conviction by civil power of an offence committed before enlistment—if absent from duty in consequence of the sentence,	An entry to be made explaining absence from duty.

(viii.) Every conviction by court-martial or civil power, whether the soldier is with the colours or in the reserve.	Entry to be made immediately after promulgation, or receipt of certificate of conviction by civil power, except as provided in 1916 (iii.).
(ix.) Absence without leave exceeding five days if service is forfeited, and detention awarded by C.O. exceeding seven days.	Entry to be made immediately after disposal of case.
(x.) Transfer to other corps or to the reserve.	—
(xi.) Posting to other portions of same corps.	—
(xii.) Alteration of terms of service in consequence of transfer under Section 83 (3), Army Act.	To be entered thus:—"Transferred to " on , and conditions of service altered " to years with the colours, and " years with the reserve." Authority to be quoted.
(xiii.) Re-transfer from reserve to the colours.	The date of the re-transfer and the authority to be quoted in accordance with the Regulations for the Army Reserve.
(xiv.) Transfer for service under a colonial government.	The date of transfer, and the number and date of letter authorizing it, to be quoted.
(xv.) Indian unattached list.	Dates of being attached to and remanded from the unattached list, the rank attained therein, and whether paid by a consolidated salary, to be entered.
(xvi.) Date and cause of becoming non-effective.	—
(xvii.) Reckoning of former service for pension purposes.	An entry as follows to be made in red ink:—
(a) Both as "qualifying service" and "service."	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <p>"Former service in regiment allowed to reckon"</p> </div> <div> <p>"As 'qualifying service' for pension under Article 1063 (b) (or 1063 (c)), Pay Warrant."</p> <p>years, days.</p> <p>"As 'service' under Article 1062 (b) (or 1062 (c)), Pay Warrant."</p> <p>years, days.</p> </div> </div>
(b) As "service only."	<p>"Former service in allowed to reckon as 'service' under Article 1062 (b), for the grant of pension under Articles 1075 or 1077, and Article 1078, Pay Warrant."</p> <p>years, days.</p> <p>"If ultimately pensioned forfeits deferred pay for service since re-enlistment under Article 1044 (k) of Pay Warrant." See also para. 275.</p>

Military History Sheet.

1911. The whole of a soldier's service from the date of attestation will be recorded in the military history sheet, as follows:—

Country.	From.	To.	Service.	
			Years.	Days.
Home	1.4.90	2.11.92	2	216
India	2.11.92	5.1.97	4	64
Malta	6.1.97	8.2.00	3	24
Home	9.2.00	31.3.02	3	51

Service at home and abroad.

1912. Service abroad (whether in India or elsewhere) is reckoned from date of embarkation in this country to date of disembarkation on return both dates inclusive. An invalid admitted to hospital on arrival from India will be shown as at home, but will be reckoned as on Indian service up to the date of discharge from hospital inclusive. A man of the R.A.M.C. employed on Indian transports will be shown as on Indian service during such employment.

Service
abroad.

In recording the service of a European soldier on the West Coast of Africa, the periods occupied by the voyage to or from the coast will be shown separately from the time actually served at any of the West African stations.

1913. The service of a man on the Indian unattached list who comes home on furlough or for discharge will, during the period of furlough or up to the date of discharge, be shown as Indian service.

Indian un-
attached
list.

Medical History Sheets.

1914. Medical history sheets will be kept in the medical inspection room, or where there is no inspection room they will be kept in the military hospital.

The following entries in medical history sheets will be made by Os.C. units or dépôts :—Insertion of regimental numbers, dates and places of enlistment ; transfers to other corps, and dates of arrival at, and departures from stations ; or of embarkations in, or disembarkations from, troopships or transports ; and records of courts of inquiry on injuries.

Officers' and Warrant Officers' Court-Martial Records.

1915. (i.) Regimental conduct sheets (A.F.—B 120) will be kept, as confidential documents, in every unit and corps, for officers, therein serving, who have been convicted by court-martial. Entries will be made as detailed in para. 1916. If an officer who has been convicted by court-martial exchanges, or is transferred or posted to another unit or corps, the sheet will be sent to his new C.O. ; if he is placed on half-pay it will be sent to the War Office.

Officers'
court-mar-
tial sheet.

(ii.) The conviction by court-martial of a warrant officer will be entered in his regimental conduct sheet.

Regimental Conduct Sheets.

1916. A regimental conduct sheet (A.F.—B 120), will be made out for every N.C.O. and man. The regimental conduct sheets of N.C.Os. of the rank of colour-serjeant and upwards will be kept as confidential documents ; those of other N.C.Os. and men will be kept with their other documents in A.F.—B 278.

The following entries will be made in the regimental conduct sheets in accordance with the subjoined instructions :—

Entry of
courts-
martial.

(i.) *Every conviction by court-martial*, whether the sentence is wholly remitted or not ; but no entry will be made of any charge upon which a finding of "not guilty" has been recorded.

The "statement" of the charge as set forth in Appendix I, Rules of Procedure, is to be entered. In cases where the "statement" does not disclose the full nature of an offence, such as charges under Sections 11 and 40 of the Army Act, the purport of the "particulars" will be added, thus :—

Entry of
charges.

"Neglecting to obey garrison orders—bathing in the river at a prohibited hour" ; or,

"Conduct to the prejudice of good order and military discipline—alcoholism."

The original sentence, together with any alteration or revision or variation by the confirming officer, is to be recorded in the column

Entry of
sentence.

"Punishment awarded." Any remission, mitigation or commutation subsequent to confirmation, with the date of the order and the name of the officer making it, will be recorded in the column for remarks.

The date of the original sentence is to be recorded in the column "Date of award," with the word "confirmed" and the date of confirmation immediately below it.

Entry of finding.

A finding of "Guilty" need not be entered, but where the accused is found guilty of a cognate charge or the finding has been altered on revision, such alteration will be recorded in the column "Punishment awarded."

Erasure of entry.

When the record of a court-martial is ordered to be removed, the entry of the conviction is to be erased, and the authority quoted.

Entries where trial dispensed with.

(ii.) *Every case of desertion or fraudulent enlistment in which trial has been dispensed with.*

The authority to be quoted and the date of the order to be entered.

Convictions by civil power.

(iii.) *Every conviction* by a court of ordinary criminal jurisdiction, or by a court of summary jurisdiction.*

When the offender has been convicted by either of these courts and no punishment has been awarded, and also when the sentence of a court of summary jurisdiction is a fine, and the offender has not undergone imprisonment in default of payment, the C.O. may, if he thinks that a regimental entry of a conviction should not be made, represent the case to an officer not below the rank of brigadier-general for decision.

For offences prior to enlistment.

Convictions by the civil power, whether before or after enlistment, for offences committed prior to enlistment, are not to be entered or given in evidence against a soldier on a trial by court-martial. Conviction of offences committed in civil life, while in a state of desertion, are to be entered and given in evidence before courts-martial as previous convictions.

For offences while in state of desertion.

Certified copies of all convictions by the civil power will be annexed to the soldier's regimental conduct sheet. When the imprisonment awarded for any such conviction exceeds seven days, the certified record will be produced in evidence in the same manner as a former conviction by court-martial. When the imprisonment is for seven days or under, the conviction is to be treated as an ordinary entry in the regimental conduct sheet with regard to the forfeiture of good conduct badges.

(iv.) *Every severe reprimand of a N.C.O.*

(v.) *Every case of reduction of a N.C.O. to a lower grade, or to the ranks, or deprivation of lance stripe, for an offence, but not for inefficiency.*

(vi.) *Every award of detention by the C.O.*

(vii.) *Confinement to barracks exceeding seven days.*

(viii.) *Every instance of drunkenness.*

Entries on board ship.

(ix.) *Punishments on board ship.* Every award of punishment by the C.O. of one of His Majesty's ships, in pursuance of the Order in Council of 6th February, 1882.

Stoppage of smoking on board ship for any period exceeding seven days.

Every award of punishment on board His Majesty's ships which is equivalent to any of the above punishments, or to a regimental entry.

(x.) *Every offence entailing forfeiture of pay under the Pay Warrant, except :—*

*Conviction includes cases where a soldier is bound over to come up for judgment when called upon.

A.O. 26

07

8

Gen. No.

11

- (a) Where the offence is absence without leave not exceeding two days.
- (b) When the forfeiture is in consequence of a civil conviction for which a fine has been awarded and the G.O.C. or the brigade commander has ordered, under subhead (iii), that a regimental entry shall not be made; or
- (c) When the offence was committed before enlistment.
- (xi.) *Any punishment awarded by (a) visitors to soldiers under sentence in a military prison or detention barrack or in a naval prison; (b) the visitor in a branch detention barrack when so ordered by the officer awarding the punishment; (c) the visiting committee in a civil prison.*
- (xii.) *Every conviction under Section 6, Reserve Forces Act, 1882, of a man enrolled in the army reserve.*
- (xiii.) *Every case of admission to hospital on account of alcoholism, duly certified by a medical officer, whether it has been dealt with as an offence or not, is to be entered in red ink.*
- (xiv.) *Any especial act of gallantry or distinguished conduct by the soldier which has been brought to notice in brigade or superior orders, or in despatches. These entries are to be made in red ink right across the sheet.*

1917. (i).—Each entry will be initialled by the C.O. or adjutant in the column for remarks. The signature in full will be appended to court-martial entries. Rules as to entries.

(ii.) Vague entries, such as “improper conduct,” are to be avoided.

(iii.) The following abbreviations, &c., are to be used :—

Confinement to barracks—C.B.

Imprisonment with hard labour—Impt. H.L.

Detention—Detn.

Fine—Fined

Penal servitude—P.S.

Deprived of lance stripe—Depd. Lce. Stripe.

Forfeiture of pay, proficiency pay, service pay or good conduct badge, is to be noted under the head of “Remarks,” as :—
Forfeits days' pay; or, Forfeits G.C. Badge.

(iv.) A specimen regimental conduct sheet will be kept in the office of every officer entitled to award a regimental entry.

1918. If a conduct sheet is lost, the C.O. will assemble a court of inquiry to investigate the circumstances and obtain evidence as to the entries contained in the lost sheet. The C.O. will then cause a new sheet to be drawn up and substituted for the lost sheet, an entry in red ink, “Substituted for original, lost,” with date and C.O.'s signature, being made in front of “number of sheet.”

1919. When a unit proceeds on active service all regimental conduct sheets will be forwarded to the officer i/c records concerned, by whom they will be kept up from periodical returns forwarded from the unit in the field through the base record office.

Guard Reports.

1920. Guard reports (A.F.—B 160), showing the disposal of accused soldiers by C.O.s, and dating since the preceding inspection, are to be preserved in original, and laid before brigade commanders at their inspections for comparison with the entries in the regimental conduct sheets. After such comparison he may authorize their destruction, after extracts have been made for the annual return. Comparing conduct sheets and guard reports.

Company
conduct
book.

Company Conduct Sheets.

1921. A company conduct sheet (A.F.—B 121) for each N.C.O. under the rank of colour-serjeant, and each man, will be kept in a guard book and will be retained in the custody of the company &c., commander, under lock and key. The guard book will also contain a specimen conduct sheet for guidance in making entries, together with an alphabetical list of soldiers on the strength of, or attached to, the company. Should a sheet be temporarily withdrawn, the date and reason for such withdrawal will invariably be noted in pencil against the soldier's name on the list.

An entry will be made in the company conduct sheet of every award of punishment against the soldier, by whomsoever made, except that offences exempt from insertion under para. 1916 (iii.), or under rule (iv.) below, will not be entered.

The following rules for keeping company conduct sheets will be observed :—(i.) The heading of each sheet will be filled in. (ii.) The same rules will be observed as are laid down for regimental conduct sheets in paras. 1916 and 1917. (iii.) The officer who makes an entry will initial it in the last column. (iv.) The company, &c., commander will record therein every offence committed by N.C.Os. and men, for which punishment has been awarded, except offences (other than drunkenness, or those involving forfeiture of pay under the Pay Warrant) for which confinement to barracks for one day, or its equivalent punishment on board ship, or one extra guard or piquet has been awarded. Admonition will not be entered except in cases of drunkenness and in those involving forfeiture of pay under the Pay Warrant. (v.) Every act of drunkenness committed by a soldier is to be entered in black ink, and numbered consecutively, in red ink, in the column set apart for that purpose. (vi.) Every case of admission to hospital on account of alcoholism duly certified by a medical officer, whether it has been dealt with as an offence or not, is to be entered in red ink. (vii.) All entries in the company conduct sheets will be compared frequently by the C.O., or an officer deputed by him, with the awards recorded in the guard reports and minor punishment reports.

In the case of a sheet being lost, the procedure laid down in para. 1918 will be followed.

1922. On promotion to colour-serjeant or any higher rank, any entries in the company conduct sheet such as those mentioned in the latter part of this para. will, for purposes of assessment of character, application for good conduct medal, &c., be transferred to the regimental conduct sheet in red ink, with a note that these entries do not count as regimental entries. The company conduct sheet will then be destroyed.

The company conduct sheet of a soldier will be destroyed on his discharge. A record of such entries as are referred to in the last sentence of this para. will, however, be made on a fresh A.F.—B 121, and placed with the discharge documents, and those entries and entries in the regimental conduct sheet will alone be taken into account in assessing a soldier's character.

It will also, if containing any entries, be destroyed, and a blank one substituted :—

- (i.) *On completion of six months from the date of his attestation.
- (ii.) *After every continuous period of two years, during which he shall not have incurred an entry in his company sheet.
- (iii.) *On attaining the rank of serjeant.

* (i.), (ii.) and (iii.) will not apply to a case occurring before the 1st of February, 1907, unless there are no entries in the sheet subsequent to the date of the completion of six months' service, being two years clear of an entry, or promotion to serjeant, respectively.

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1907

105
Gen. No.
1537

105
Gen. No.
1537
35
Gen. No.
1099

105
Gen. No.
1508

(iv.) On transfer to the reserve.

When a new sheet is taken into use an entry, signed by the company commander, will be made at the top of the sheet, "Sheet destroyed (date); last entry (date)*; number of cases of drunkenness (date of last instance)."

Before destroying company conduct sheets the headings on the new sheet will be compared. The entries in the regimental sheets will be checked and completed.

Entries in the company conduct sheets of deprivation of lance stripe or severe reprimands of N.C.Os., of admissions to hospital for alcoholism, and of cases of drunkenness, which under previous regulations have not been reckoned as regimental entries, are not to be transferred to the regimental conduct sheets. They are to be copied into successive new company conduct sheets, and will be taken into account in the assessment of the soldier's character as contemplated in para. 417 and as above.

1923. When a unit proceeds on active service the company conduct sheets will be left at the base record office. They will then be kept up from periodical returns furnished by the unit in the field. After the completion of the company sheets, these returns will be forwarded to the officer i/c records concerned for the completion of the regimental sheets.

The above return is compiled from entries made by the unit in the field in the captain's pocket book. See para. 1924.

The Captain's Pocket Book.

1924. On active service all entries of offences will be made in the captain's pocket book, from which copies will be sent periodically, to the base record office.

The book will contain a nominal list of the men of the company, &c., with an assessment by the company, &c., commander of their respective characters at the commencement of the campaign, number of cases of drunkenness, with date of last instance, &c.

If a man be transferred, while in the field, to another unit, it will be sufficient if he be accompanied by a memorandum showing an assessment of his character up to date of transfer and the total number of cases of drunkenness recorded against him, with the date of last entry. If the character is not satisfactory a short explanatory note may be added, e.g. :—

No. ____, Pte. _____. Previous cases of drunkenness, eight. Last offence, 17.3.06. Last case of drunkenness, 22.2.06. Character, bad. Insubordinate.

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1907

Original Proceedings of Regimental Courts-Martial.

1925. The original proceedings of every R.C.M. after the requisite entries have been made in the regimental books, and after they have been laid before the brigade commander at his next inspection, are to be forwarded to the officer i/c records. These original proceedings are to be preserved for three years from the date of trial.

Disposal of
proceedings
of R.C.M.

* The date to be entered will be the date of award, or, in the case of imprisonment or detention, the date of return to duty.

Disposal of Documents on Transfer or Re-posting.

Disposal of documents.

1926. The document of a soldier will be disposed of as follows :—

A.	B.	C.	D.	A.O.
Nature of casualty.	Original attestation.	Duplicate attestation.	Conduct sheets, copies of conviction by civil power, and documents attached thereto.	1905
(i.) Death	To be destroyed...	To be forwarded to officer i/c records and retained by him until the man has been non-effective for 50 years, and then destroyed.	To be destroyed.	
(ii.) Desertion...	To be retained by officer i/c records for 15 years and then destroyed.	To be retained by the man's C.O. for one year* and then treated as in C (i.). * If the man deserts while the unit is at home and the unit embarks for service abroad within the year, the document will be sent to the officer i/c records before embarkation.	As in C (ii.).	
(iii.) Discharge	As in B (ii.)	To accompany the discharge documents in accordance with the instructions on the fourth page of the proceedings on discharge (A.F.—B 268)	As in C (iii.).	
(iv.) Recruit rejected on final approval.	Retained by approving officer for one year and then destroyed.	As in B (iv.).	There are none.	
(v.) On transfer to another corps.	To be forwarded to the officer i/c records of the new corps.	To be forwarded to the man's new C.O.	As in C (v.).	
(vi.) On posting to another portion of the same corps.	To remain in the custody of the officer i/c records.	To be forwarded to the man's new C.O.	As in C (vi.).	
(vii.) Transfer to army reserve. All corps.	To remain in the custody of the officer i/c records.	To be forwarded to the officer i/c records.	As in C (vii.).	
(viii.) On removal of an armoured-serjeant to another corps or station.	To remain in the custody of the officer i/c records.	To be forwarded to the man's new C.O.	As in C (viii.).	
(ix.) Army schoolmaster, on removal from— (a) A home station to a station abroad.	To remain in the custody of the officer i/c records.	To be forwarded to the officer i/c records for transmission to new C.O.	To be sent to the G.O.C. of the command abroad under whom he is to serve. If in India, to commander-in-chief, India. As in C (ix.) (a).	
(b) A station abroad to a station at home.	Do.	Do.		
(c) A station abroad to another station abroad.	Do.	To be sent to the officer under whom he is to serve, if in the same command. If not in the same command, then as in D (ix.) (a).	As in C (ix.) c).	

A. Nature of casualty.	B. Original attestation.	C. Duplicate attestation.	D. Conduct sheets, copies of conviction by civil power, and documents attached thereto.
(x.) On transfer to Indian unattached list.	To remain in the custody of the officer i/c records.	To remain in the custody of the O.C. unit, or, in the case of R.A. and R.E. to be forwarded to the officer on whose rolls the soldier will be borne as supernumerary.	To be sent to the officer under whom he is to serve.
A.O. 158 1905 (xi.) On transfer to another cavalry or infantry regiment while remaining on the Indian unattached list.	To be forwarded to the officer i/c records of new corps.	To be forwarded to the O.C. the unit in India of the corps to which the soldier is transferred.	Remain with the officer under whom he is serving.
(xii.) On transfer from the Indian unattached list.	To remain in the custody of the officer i/c records or, if retransferred to another corps, to be sent to the officer i/c records of that corps.	To remain in custody of C.O., unless retransferred to another corps, or belonging to the R.A. or R.E., when it will be sent to his new C.O.	To be sent to his new C.O.
105 Gen. No. 1537 (xiii.) Promotion to warrant rank.	To remain in the custody of the officer i/c records, unless promoted to be a sub-conductor on Indian unattached list, when it will be sent direct to the O.C. the unit or other officer in possession of the duplicate attestation for disposal therewith.	If promoted in the same unit, or to be a sergeant-major on the Indian unattached list, to remain in custody of O.C.; if in another unit, to be sent to new C.O. If promoted to be a sub-conductor on the Indian unattached list, to be forwarded to the head of his department with the original attestation and other documents.	Will be attached to duplicate attestation and kept as confidential documents. Conduct sheets will only be used under para. 1915 (ii.), or in case of reversion from warrant rank.
(xiv.) Promotion to commissioned rank.	To be forwarded, with documents attached thereto, and his medical history sheet, to the War Office for custody.	To be destroyed.	To be destroyed.

Medical history sheets, except in cases specially provided for by regulation, will accompany the duplicate attestation.

Historical Records.

1927. A historical record is to be kept for every corps, stating the circumstances of the original formation of the corps, the means by which it has been recruited, the alterations in the establishment, the stations at which it has been employed and the period of its arrival at and departure from such stations. In the R.A. this is to be kept up by batteries and companies. Digests of services regiments.

1928. This account is to specify the military operations in which the corps has been engaged, and to record its achievements. Entries in.

It is to contain the names of all officers killed or wounded, and the name of any officer or soldier who has specially distinguished himself in action. The badges and devices which the corps has been permitted to bear, and the reasons for which such badges and devices, or other marks of distinction, were granted, together with the date of the authority for the same, are to be stated.

Alterations in clothing, &c. 1929. Any orders directing particular alterations in the clothing, arms, accoutrements, colours, or horse furniture, are to be recorded under their proper dates.

Where kept. 1930. In the infantry this book will be kept up for the whole regiment by the officer i/c records. A battalion record will be similarly kept in each battalion, and the C.O. will send to the officer i/c records, on 1st April and 1st October, particulars of all services and changes.

National collection in British Museum. 1931. C.Os. are invited to send copies of all historical records and regimental magazines and newspapers which may be privately printed, to the principal librarian of the British Museum.

General Instructions regarding Register of Marriages, Baptisms, and Deaths.*

Advantages of the register. 1932. The register of marriages and baptisms (A.B. 91) maintained at the record office affords the soldier means of supporting the claims of his legitimate children to the benefits to be obtained from any public institutions formed for the relief of the wives and children of soldiers. In many cases this register may prove the only record in existence.

Marriages to be legally performed 1933. When a soldier's marriage takes place in the United Kingdom, care is to be taken to ascertain that the ceremony is legally performed, and abroad, that local regulations relative to marriages are properly regarded. Legal marriages of soldiers, whether with or without leave, are to be entered in this register, which is quite distinct from the married roll.

Certificate of marriage. 1934. The soldier is to ask, at the time of marriage, for a certificate from the officiating clergyman or registrar. This certificate he is to take to his company, &c., commander, who will take the necessary steps to have the particulars entered on A.F.—A 22 for transmission to the officer i/c records for insertion in A.B. 91.

Certificate of baptism. 1935. When the child of a soldier is baptized, the father will bring the baptismal certificate to his company, &c., commander, who will follow the procedure laid down in para. 1934.

Certificate of birth. 1936. When a baptismal certificate cannot be obtained from the officiating clergyman, the soldier will furnish his company, &c., commander with a certificate of birth instead, which will be dealt with as in paras. 1934 and 1935. This certificate can be obtained from the district registrar, at the time of registration, for the sum of 3d.

Available for married officers. 1937. Officers who marry, and married officers who have children baptized, while on service abroad, should avail themselves of the regimental registers; otherwise there may be no regular or permanent record of such marriage or baptism.

REPORT OF BIRTHS AND DEATHS—AT HOME.

Reports at home stations to registrars general. 1938. An O.C. station in the United Kingdom is to report to the registrar of the district in which he is serving, all births and deaths which take place among the troops under his com-

* Paras 1932 to 1937 do not refer to the local companies R.A. and non-European serving with R.E. fortress companies abroad.

mand, furnishing him with the following particulars on A.F.—
B 259 and B 260.

Birth.—The date and place of birth; sex; name, if any; corps, name, surname, and nationality of father (English, Scotch, Irish, &c.); name and maiden name of mother; rank and profession of father.

Death.—The date, place and cause of death; corps, name, surname, nationality; sex; age; rank; profession; and religion.

REGISTRATION AND REPORT OF BIRTHS, MARRIAGES, AND DEATHS AMONG BRITISH TROOPS—ABROAD.

1939. Registers of :—

- (i.) Births (A.B. 112) in the families of officers and soldiers—
- (ii.) Marriages (A.B. 113) among officers and soldiers and their families—
- (iii.) Deaths (A.B. 114) among officers and soldiers and their families—

Stations abroad.
Register of births.
Register of marriages.
Register of deaths.

Will be kept by the O.C. every unit or detachment abroad, who will be responsible for all omissions or incorrect insertions. The nationality of the subject of every entry is to be inserted.

The original registers, when filled up, or when the unit returns home, will be forwarded direct to the Registrar General, Somerset House, London, together with any subsidiary registers kept by detachments (whether complete or not).

Registers filled up.

Certified copies :—births on A.F., A 42; marriages on A.F., A 43; and deaths on A.F., A 44, will be rendered (blank or otherwise) on the 1st January and 1st July, to the G.O.C.-in-C. for transmission direct to the Registrar General. Extracts held back for completion should be transmitted when complete.

Copies of registers to be rendered.

Supplies of the above books and forms will be obtained direct from the Registrar General.

5.—STATIONERY.

Supply.

1940. The supply of stationery, army forms, army books, and school materials, &c., will be in accordance with the Allowance Regulations. Military books and maps are issued in accordance with the regulations as to the issue of military maps and books.

Disposal of Obsolete Documents, &c.

1941. A board will be assembled annually in every office for the purpose of recommending for destruction documents over three years old. The board will, if possible, be composed of the head and two subordinate officers of the office. The recommendations of this board will be submitted to an officer not below the rank of brigadier-general, who will issue orders regarding the disposal of the records.

District and station books and documents.
Board to be assembled.

1942. In the case of those regimental records not authorised to be destroyed periodically, the C.O. will assemble a committee of officers to ascertain that such parts as it is advisable to preserve have been correctly copied into other books. The committee will complete A.F. L. 1373 and submit it to the C.O. for transmission to the general officer, as in para. 1941.

Regimental books, &c.

1943. Old copy books and other used materials will be disposed of in accordance with the Allowance Regulations.

Disposal of used materials.

APPENDIX I.

ORDER IN COUNCIL DEFINING THE DUTIES OF THE ARMY COUNCIL.

AT THE COURT AT BUCKINGHAM PALACE,

The 10th day of August, 1904.

PRESENT,

THE KING'S MOST EXCELLENT MAJESTY IN COUNCIL.

WHEREAS an Army Council has been constituted under His Majesty's Letters Patent, and it is expedient to make such provision as is hereinafter contained with respect thereto :—

NOW THEREFORE, His Majesty, by and with the advice of His Privy Council, is pleased to order, and it is hereby ordered, as follows :—

1. The Secretary of State is to be responsible to His Majesty and Parliament for all the business of the Army Council.

All business, other than business which the Secretary of State specially reserves to himself, is to be transacted in the following principal divisions :—

- (a.) The first military member of the Army Council (the Chief of the General Staff), the second military member of the Army Council (the Adjutant-General), the third military member of the Army Council (the Quartermaster General), and the fourth military member of the Army Council (the Master-General of the Ordnance) to be responsible to the Secretary of State for the administration of so much of the business relating to the organization, disposition, personnel, armament, and maintenance of the Army as shall be assigned to them or each of them from time to time by the Secretary of State.
- (b.) The finance member of the Army Council to be responsible to the Secretary of State for the finance of the Army, and for so much of the other business of the Army Council as may be assigned to him from time to time by the Secretary of State.
- (c.) The civil member of the Army Council to be responsible to the Secretary of State for the non-effective votes, and for so much of the other business of the Army Council as may be assigned to him from time to time by the Secretary of State.

2. The Secretary of the War Office will act as Secretary of the Army Council, and will be charged with the interior economy of the War Office, and the preparation of all official communications of the Council, and with such other duties as the Secretary of State may from time to time assign to him.

A. W. FITZROY.

**ORDER IN COUNCIL DEFINING THE DUTIES OF THE
INSPECTOR-GENERAL OF THE FORCES.**

AT THE COURT AT BUCKINGHAM PALACE.

The 10th day of August, 1904.

PRESENT,

THE KING'S MOST EXCELLENT MAJESTY IN COUNCIL.

WHEREAS His Majesty has been pleased to appoint an Inspector-General of the Forces, and it is expedient to prescribe generally the duties of that Officer :

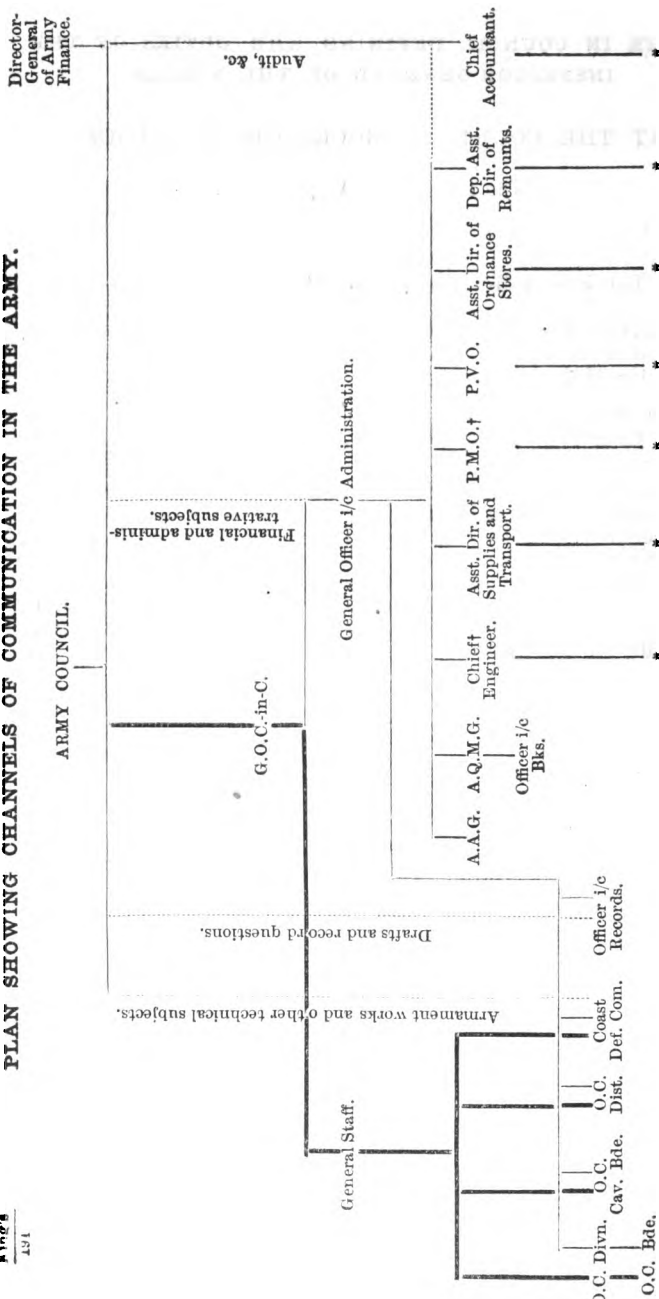
NOW THEREFORE, His Majesty, by and with the advice of His Privy Council, is pleased to order, and it is hereby ordered, as follows :—

The duties of the Inspector-General of the Forces are, under the orders and direction of the Army Council, to review generally and to report to the Army Council on, the practical results of the policy of that Council, and for that purpose to inspect and report upon the training and efficiency of all troops under the control of the Home Government, on the suitability of their armament and equipment, on the condition of fortifications and defences, and generally on the readiness and fitness of the Army for War.

A. W. FITZROY.

APPENDIX II.

PLAN SHOWING CHANNELS OF COMMUNICATION IN THE ARMY.



Dotted lines show where a direct channel of communication exists other than the normal.
 * = Officers of services and departments. † See para. 192.

General staff channel is denoted by a thick line.
 Administrative channel is denoted by a thin line.

APPENDIX III.

REGULATIONS REGARDING THE SELECTION AND
APPOINTMENT OF OFFICERS TO, AND THE
ESTABLISHMENT OF, THE GENERAL STAFF.

Selection and Appointment.

1. The detailed duties of the general staff are enumerated in Appendix IV.

2. The establishment of the general staff, exclusive of India, i.e., the detailed list of those posts which will constitute the general staff appointments of the army, is given in para. 13.

3. Appointments to the higher posts specified in para 13 down to, and including, that of general staff officer, 2nd grade, will be made from a special list of officers considered well qualified for such employment, termed "The General Staff List."

4. This list will be drawn up and from time to time revised by the Army Council, in consultation with the Selection Board, and with the Commander-in-Chief in India.

The list will not be published.

5. As a general rule, an officer will not be eligible to have his name placed on the general staff list unless he holds a Staff College certificate, or has been considered qualified for staff employment in consequence of proved ability on the staff in the field. But the guiding principle in the selection of officers for this list will be the possession of those qualifications which render them fitted for the performance of the duties of the general staff.

Of these qualifications, experience on the administrative staff, though not indispensable, will not be disregarded.

6. Officers at present occupying posts specified in para. 13 will not necessarily be selected for the general staff list.

Officers performing duties other than those specified in para. 13 are not thereby debarred from selection for the general staff list.

7. At home and in the colonies the higher general staff appointments down to, and including, that of general staff officer, 2nd grade, will be made by the Secretary of State for War from the general staff list after taking the advice of the Chief of the General Staff. Such appointments will be submitted to the King for His Majesty's approval.

Appointments of general staff officers, 3rd grade, and of officers attached to the general staff, will be made by the Secretary of State for War on the advice of the Chief of the General Staff.

In India such appointments will be made by the Commander-in-Chief in India under Indian army regulations.

8. All appointments to the general staff will be for 4 years, after which an officer if below the rank of substantive lieutenant-colonel will return to regimental duty for a period of not less than one year. In exceptional cases the 4 years' tenure may be extended in the interests of the service, and under similar exceptional conditions a fresh appointment may be made irrespective of the time already spent upon the staff or in the performance of other duties.

9. All first appointments to the general staff will be on probation for the first year. If at the conclusion of such probationary period an officer is retained in his general staff appointment, his

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tenure of 4 years will include the probationary period, and will not be in addition to it. An officer below the rank of lieutenant-colonel who does not hold a Staff College certificate will, after he has completed the 4 years' tenure of his first general staff appointment, be sent for one year to the Staff College, where he shall be admitted without entrance examination.

10. When an officer vacates a general staff appointment, his retention on the general staff list will be subject to the decision of the Secretary of State advised by the Chief of the General Staff, or of the Commander-in-Chief in India, as the case may be.

11. In addition to the general staff appointments specified in para. 13, officers may be attached to the general staff at Army Headquarters, and occasionally also at the headquarters of commands and elsewhere in excess of the establishment specified in that para.

12. Approved service of officers whose names are on the general staff list will be recognized by accelerated promotion. Such accelerated promotion will be bestowed in ordinary cases in the form of a brevet up to the rank of lieutenant-colonel, and above that rank by selection for the rank of substantive colonel.

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13. Establishment of the General Staff at Army Headquarters.

Branch.	Major-generals or brigadier-generals.	General staff officers, 1st grade.	General staff officers, 2nd grade.	General staff officers, 3rd grade.	Total.	Attached.
Director of Military Operations ..	1	4	13	15	33	As necessary.
Director of Staff Duties ..	1	2	3	6	12	
Director of Military Training..	1	2	4	6	13	
Total at Army Headquarters ..	3	8	20	27	58	

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Establishment of the General Staff in Commands and Districts.

Command or District.				Major-generals.	Brigadier-generals.	General staff officers, 1st grade.	General staff officers, 2nd grade.	General staff officers, 3rd grade.	Total.	Attached.
Aldershot Command	1	2	1	1	5	
Eastern Command..	1	1	3 ^a	1 ^b	6	
Irish Command	1	2	2 ^c	1 ^d	6	
London District	1	..	1	
Northern Command	1	..	1 ^e	2	
Scottish Command	1	1 ^f	..	2	
Southern Command	1	1	3 ^g	..	5	
Western Command	1	1 ^h	1 ⁱ	3	
South Africa	1	2	2	1	6	
West Africa (Sierra Leone)	1	..	1	
Bermuda	1	..	1	
North China	1	1	2	
South China	1	..	1	
Gibraltar	1	..	1	
Malta	1	..	1	
Mediterranean Command..	1	1	
Mauritius	1	..	1	
Egypt	1	..	1	
Military Attachés	11	..	11	
Staff College	1	..	7	..	8	
Royal Military Academy	1	4	..	5	
Royal Military College (Camberley)	1	7	..	8	
Royal Military College (Canada)	1 ^j	2 ^j	3	
Egyptian Army	1	1	2	4	
Colonial military employment	1 ^k	3 ^l	..	4	
Total in Commands, &c.	2	6	14	56	11	89	
Grand total at Army Headquarters and in Commands, &c.	11	22	76	38	147		

As necessary.

^a Includes 2 Coast Defences (Thames, Dover).^b Coast Defences (Harwich).^c Includes 1 Coast Defences (Cork),^d Coast Defences (Londonderry).^e Coast Defences (Newcastle).^f Coast Defences (Scotland).^g Includes 2 Coast Defences (Portsmouth, Plymouth).^h Coast Defences (Wales).ⁱ Coast Defences (Mersey).^j 1 commandant, 2 professors.^k Chief of General Staff, Canada.^l Director of Operations and Staff Duties, Canada; Staff Officer to Inspector-General, West Africa; and Director of Military Science, Sydney.

APPENDIX IV.

DUTIES OF THE GENERAL STAFF, ADJUTANT-GENERAL'S, QUARTERMASTER-GENERAL'S AND MASTER-GENERAL OF ORDNANCE'S STAFF AT ARMY HEADQUARTERS.

General Staff.

The duties are divided and dealt with by three Directors, who are respectively charged with (i.) Military Operations, (ii.) Staff Duties, and (iii.) Military Training, as follows :—

(i.) Military Operations—

Plans of offensive and defensive operations other than in the United Kingdom. Strategical distribution of the army. Defence schemes abroad. Collection, preparation, and distribution of information as to British possessions other than the United Kingdom and India.

Collection, preparation (including strategical and tactical consideration), and distribution of information concerning the military geography, resources and armed forces of all foreign countries. Supply of information regarding India and adjoining territories. Questions relating to the defence of India, other than those concerning coast defences. Correspondence with military attachés. Examination of foreign journals and literature generally.

Conventions on international law.

Submarine cables and wireless telegraphy. Ciphers. Library.

Collections of topographical information, compilation and preparation of all maps required for military purposes. All matters connected with frontier questions, boundary delimitations, and demarcation commissions. Selection of officers for survey and geographical work. Issue of maps for war.

(ii.) Staff Duties—

Organization, formation, and instruction of the general staff. Appointments to the general staff. Entrance to staff and cadet colleges. Instruction at staff and cadet colleges. Higher training of officers and their examination for promotion. Foreign language examinations. Collaboration in writing of war publications. Co-ordination of peace and war publications. Distribution of general staff publications. Advice as to publications by officers and soldiers (see para. 453). Reference and officers' mess libraries.

(iii.) Military Training—

War organization. War establishments. Home defence. Plans of concentration for war. Reconnaissance of the United Kingdom. Study of local defence schemes in the United Kingdom.

Training (all arms, including army reserve). Manœuvres. Examination and criticism of manœuvre reports. Allotment of funds for training and manœuvres. Questions connected with the requisition of training grounds and ranges. Appointment of higher staffs and supervision of instruction at schools for war training. Writing of training manuals. Telegraphs and signalling.

Adjutant-General's Staff.

The duties are divided and dealt with by four Directors who are respectively charged with (i.) Recruiting and Organization, (ii.) Personal Services, (iii.) Medical Services, (iv.) Auxiliary Forces.

(i.) Recruiting and Organization—

Peace organization. Embarkation orders. Drafts. Peace establishments. Regimental records, distinctions and badges. Mobilization. Distribution of units.

Recruiting. Training of recruits at depôts. Gymnasias. Services of soldiers. Casualties. Discharges. War medals. Civil employment of ex-soldiers.

(ii.) Personal Services—

Discipline. Interior economy. Military law. Administration of martial and international law. Deserters. Fraudulent and improper enlistment. Appeals. Instruction in music and cooking. Administrative arrangements connected with schools of gunnery, musketry, signalling, and other courses of instruction. Good conduct medals. Military prisons and detention barracks.

Army schools. Education and examination of soldiers. Garrison libraries.

Posting, exchange and transfer of officers. Appointments to garrison staff and to permanent staff of auxiliary forces. Miscellaneous personal questions. Ceremonial.

(iii.) Medical Services—

All questions connected with administration of medical services and with sanitation.

(iv.) Auxiliary Forces—

Appointments, promotions and retirement of officers of auxiliary forces. Administration of auxiliary forces.

Quartermaster-General's Staff.

The duties are divided and dealt with by four Directors, who are respectively charged with (i.) Movements and Quartering; (ii.) Transport, Remounts, and Army Veterinary Services; (iii.) Supplies; (iv.) Equipment and Ordnance Stores.

(i.) Movements and Quartering—

Appropriation, occupation, and equipment of barracks. Hire of buildings to supplement barracks. Barrack services. Movements. Embarkation and disembarkation of units and individuals. Railways. Lodging, field, &c., allowances.

(ii.) Transport, Remounts, and Army Veterinary Services—

All questions regarding remounts and transport animals. Mechanical transport. Duties and administration of Army Service Corps. Conveyance of stores. Veterinary services. War Department vessels. Mobilization in connection with these services.

(iii.) Supplies—

Supply of food, forage, paillasse straw, fuel, light, disinfectants and water. Separation, &c., allowances. Mobilization in connection with these services.

(iv.) Equipment and Ordnance Stores—

Supply of clothing, arms, ammunition, stores and equipment. Mobilization in connection with these services.

Staff of the Master-General of the Ordnance.

The duties are divided and dealt with by two Directors, who are respectively charged with (i.) Armament and Ordnance Factories; (ii.) Fortifications and Works.

(i.) Armament and Ordnance Factories—

Provision and supply of guns, carriages, vehicles, bicycles, small arms, machine guns, pompoms, position and range finders, optical instruments, ammunition of all kinds. Lists of changes.

Questions regarding patents, royalties and inventions.

Administration of Ordnance College, Ordnance Factories, and Experimental Establishments.

(ii.) Fortifications and Works—

Purchase, sale, letting and hiring of lands. Questions relating to roads, rates, taxes and tithes. Construction and maintenance of fortifications. New barrack and hospital services. Revetments and sea walls. Brennan torpedo installation. Electric lighting. Ballooning and balloon factory. Staff for engineer services.

APPENDIX V.

DELEGATION OF FINANCIAL AUTHORITY TO SUBORDINATES
BY THE GENERAL OFFICER I/C ADMINISTRATION.

Regulations affected.	Para. or Article.	Subject.	To whom delegated.
Regulations for Army Ordnance Services	82	Local purchases up to 25l. by administrative officers of a command	Commanding Royal Engineer; Officer Commanding Army Service Corps; Chief Ordnance Officer.
Regulations for Engineer Services	519		
Regulations for Supply, Transport, and Barrack Services	31 and 32		
Regulations for Engineer Services	783-4	Transfer of savings on sub-items, provided that the transfer is not between the sub-heads of the Vote, i.e., Parts 2 and 3, and barrack annual estimate, fortifications annual estimate and army ordnance building estimate, must be kept distinct	Commanding Royal Engineer.
" "	1003-6	Disposal of unserviceable building stores and materials	
Regulations for Engineer Services	466, 467, 469, 788-790	Allotment of funds to sub-items barrack annual estimate, fortifications annual estimate, and army ordnance building estimate	
King's Regulations ..	1061	Allotment of extra married quarters to men with large families	Officer Commanding Army Service Corps, where no district barrack officer exists. District barrack officer when there is one, apart from cases of areas in which, in opinion of major-general (or brigadier-general) i/c administration, delegation to district barrack officer would entail unnecessary correspondence.
Allowance Regulations	288	Issue of stable allowance to officers on lodging list	

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Regulations affected.	Para. or Article.	Subject.	To whom delegated.
Allowance Regulations	31 (A)	Issue of allowance in lieu of rations under special circumstances	} Officer commanding Army Service Corps.
" "	37	Issue of bread and meat on repayment to departmental subordinates	
" "	249	Temporary extra issues of fuel for drying new buildings	
" "	491	Issue of cleaning articles to hospitals in encampment at home	
" "	495	Special issues of cleaning articles, or allowance in lieu, for miscellaneous services	Chief Ordnance Officer.
Regulations for Supply, Transport, and Barrack Services	32	All transport charges approved on A.F. P 1911	} Officer Commanding Army Service Corps.
" "	112	Board on consignment of supplies on arrival	
" "	303	Power to strike off stores broken in transit	
Army Order 3 of 1903	8	Appointment of civilian appraisers in cases where no Army Ordnance Department subordinates are available	} Chief Ordnance Officer.
Equipment Regulations, Part 1.	185	Issue of cartridges, aiming tube	
" "	370	Circuit armourer's inspection	
" "	53	Disposal of unserviceable stores	
Regulations for Army Ordnance Services	491B	Issue of stores on loan	
" "	498	Issues and valuation of part-worn stores	
Equipment Regulations, Part 2, Section XVI.	127	Issue of blank S.A.A.	
" "	116	Issue of cartridges, aiming tube	
" "	App. VI., page 71.	Issue of S.A.A. carts	}
Equipment Regulations, Part 2, Section XVII.	75	Issue of blank S.A.A.	

APPENDIX VI.

BRIGADE OF GUARDS.*

The following extracts from His Majesty's Regulations for the Brigade of Guards, 1904, are published for information :—

* * * * *

Command and Rank.

7. His Majesty King Edward VII is the colonel-in-chief of each of the four regiments of Foot Guards.

8. Each regiment also has an officer appointed as the colonel of that regiment.

9. His Majesty's pleasure on any matter affecting the Brigade of Guards, or a portion of it, is conveyed to the brigade by the senior colonel.

10. The senior colonel is the officer senior according to the date of his appointment as colonel of a regiment of Foot Guards.

11. A colonel of a regiment of Foot Guards transferred as colonel to another regiment of Foot Guards, shall count his service as colonel of his former regiment of Foot Guards towards his seniority.

12. The executive command of the Brigade of Guards is vested in the major-general, who is to be a guards' general.

13. Each of the four regiments is commanded by a regimental lieutenant-colonel, who, in addition to commanding the regiment, discharges duties in connection with the administration and training of certain militia and volunteer battalions.

14. Each battalion is commanded by an officer of the regimental rank of lieutenant-colonel.

15. In the absence of the major-general, the senior officer in the brigade in regimental rank commands.

16. On all matters relating to the brigade out of the usual routine, and more especially anything which may infringe a privilege established by the Sovereign, the major-general, or in his absence the senior officer of the brigade present, will refer to the senior colonel of the Brigade of Guards.

17. The major-general is the channel of communication with the authorities at the War Office upon all subjects except those mentioned in para. 47.

18. Correspondence upon brigade affairs, and upon regimental matters not mentioned in para. 47 passes through the brigade major.

* DEFINITIONS.—The full titles of the four regiments are:—

The First or Grenadier regiment of Foot Guards.

The Coldstream regiment of Foot Guards.

The Scots regiment of Foot Guards.

The Irish regiment of Foot Guards.

The expression "The Brigade of Guards" means the above-mentioned four regiments. A "Guards' brigade" is a brigade formed of two or more battalions from these regiments.

A "Guards' general" is a general officer promoted to that rank after having served as a field officer in a regiment of Foot Guards.

19. When parts of the brigade meet for drills, reviews, or other purposes, the senior officer in the Brigade of Guards, in regimental rank, in the absence of the major-general, will command, excepting the King's Birthday Parade, when the troops will be commanded by the field officer in brigade waiting.

20. The Foot Guards from time immemorial, when detached by brigade, have always been commanded by officers belonging to the brigade, and the custom will continue for the future. Whenever, therefore, two or more battalions are sent abroad, or are employed on any particular service at home, they will be commanded by a Guards general. Should no such general officer be given the command, a brigadier-general from the Brigade of Guards will be appointed.

20A. In the case of a mixed brigade consisting of two or more battalions of Foot Guards, the remainder of the brigade being composed of line battalions, when the commander of the brigade is absent temporarily, as defined below, the command of the brigade will devolve upon the next senior officer in the brigade, whether that officer is in the Foot Guards or in a Line Battalion under the following regulations:—

(i.) Active Service.—If the brigadier becomes non-effective by death, wounds, sickness, promotion, or from any other cause, a brigadier from the Brigade of Guards shall be appointed at once, and be sent to the brigade with the least possible delay. If possible this officer shall be selected from such Guards' officers as may be serving in the theatre of war, and if no such officer be available there, an officer shall be sent from home.

(ii.) Peace Service.—If from any cause the Guards' brigadier becomes non-effective for a period of more than 61 days, a qualified Guards' officer shall be appointed to the temporary command of the brigade.

It is to be distinctly understood that the above regulation permitting a line officer temporarily to assume the command of the brigade, under the restrictions above defined, is in no way to supersede or alter the established order in paragraph 20, that the permanent commander of a brigade, in which two or more battalions of the Foot Guards are serving, is to be a Guards' general, or a brigadier appointed from the Brigade of Guards.

* * * * *

22. The brigade major will invariably be an officer of sufficient rank in the Guards. If an officer has passed through the Staff College, the appointment will be offered to him; but if there is no such officer, it will be given to an adjutant of the brigade, or to an officer who has held that appointment.

Honours and Salutes.

23. The colours of the brigade will be lowered to His Majesty the King, Her Majesty the Queen, Members of the Royal Family, the Crown, Foreign Crowned Heads, Presidents of those Republican States in which the Sovereign is represented by an Ambassador, and members of Foreign Royal Families.

24. The King's colour is never to be carried by any guard except that which mounts upon the person of His Majesty the King, or Her Majesty the Queen.

* * * * *

23. The regimental colour will only be lowered to a field marshal, who is not a member of the Royal Family, when he is colonel of the regiment to which the colour belongs.

27. No colour is to be lowered to any person other than those mentioned in paras. 23 to 26 inclusive.

28. The brigade, or any part of it, will present arms :—

To His Majesty.

To Her Majesty the Queen.

To members of the Royal Family.

To the Crown.

To Foreign Crowned Heads.

To Presidents of those Republican States in which the Sovereign is represented by an Ambassador.

To members of Foreign Royal Families.

To the Lord-Lieutenant of Ireland,* in Ireland.

To governors-general,* captains-general,* and commanders-in-chief,* of colonies or dependencies, appointed as such, in their respective Governments.

To the colonels of the regiments of Household Cavalry.

To the colonels of the regiments of Foot Guards.

To the major-general.

To general officers † with whom or under whom a part of the brigade may be serving.

To officers appointed to command regiments of Household Cavalry.

To officers appointed to command regiments or battalions of Foot Guards.

To officers, second in command of battalions, when in temporary command of battalions of Foot Guards.

To the King's Life Guard.

To the King's Guard.

To armed corps (as defined in "King's Regulations" for the Army).

To grand rounds.

29. The brigade, or any part of it, will slope arms to all persons entitled to be received with a salute to whom the compliment of presenting arms is not due.

30. A battalion with uncased colours meeting the King's Life Guard, or the King's Guard, will pass on with sloped arms, paying the compliment "eyes right" or "eyes left" as required.

31. A battalion with cased colours or without colours, or a detachment, guard, or relief meeting the King's Life Guard or the King's Guard with uncased standard or colour, will be ordered to halt, turn in the required direction, and present arms; but will pass on with sloped arms, paying the compliment of "eyes right" or "eyes left" as required—if the standard or colour of the King's Life Guard or King's Guard is cased.

32. The King's Guard meeting the King's Life Guard will pass on with sloped arms, paying the compliment of "eyes right" or "eyes left" as required.

* * * * *

35. When guards of honour mount for Their Majesties the King and Queen, or either of them, or for the Prince or Princess of Wales, they will present arms and lower the colours to all members of the Royal Family, but the band will only play when

* As representing the Sovereign.

† Colonels in command of brigades, other than Guards Brigades, are not entitled to the "Present."

the salute is given to Their Majesties the King and Queen, or either of them, or the Prince or Princess of Wales. With other guards of honour, the band will play when a salute is given to any member of the Royal Family.

* * * * *

Interior Economy.

44. A general officer under whose command the Brigade of Guards, or any portion of it, may at any time be serving, is not to make any alteration in the system established for the Guards without the sanction of the senior colonel of the brigade.

45. The regimental lieutenant-colonel regulates the system of interior economy and discipline of the battalions and dépôt of his regiment, with a view to uniformity of principle.

46. All communications to the major-general pass through the regimental lieutenant-colonel; he is to inspect the dépôt and battalions of his regiment in England at least twice a year. When a battalion is quartered in a command not under the major-general, the regimental lieutenant-colonel will ascertain the convenience of the local general officer commanding as to the date of the inspection; he is to be present when the major-general inspects, unless his presence is dispensed with.

47. The finance, the recruiting, the discharges, the clothing, and the appointments, postings, transfers or exchanges of officers are dealt with by the officer commanding the regiment, who communicates direct with the authorities at the War Office upon these subjects.

48. The major-general does not interfere with the details of the above, unless his interference becomes necessary, either in consequence of direct reference from higher authority or of irregularity in their management.

Duties.

49. The four regimental lieutenant-colonels and battalion commanding officers when in London act in turn for a month at a time as field officers in brigade waiting.

50. The field officer in brigade waiting is attached to the court, and his duties at court are performed under the authority of the Lord Great Chamberlain, the Lord Chamberlain, or the Master of the Horse, according to circumstances.

51. In this capacity he is, as far as court ceremonies are concerned, to be in general charge of all duties, including all guards of honour mounting on their Majesties the King and Queen, or either of them, in London or Windsor, and also at other stations when he is summoned to be present by His Majesty's command; he will carry out all orders he may receive at court on these matters.

52. The field officer in brigade waiting will attend the Sovereign on the following occasions:—

(a) When the Sovereign goes in State to open or prorogue Parliament.

(b) When Their Majesties the King and Queen, or either of them, go in State to any place of public or private entertainment.

(On the above occasions a seat in one of the Royal carriages is usually provided for him.)

(c) At courts, State balls, levées, etc.

(d) At State investitures of knights, either in London or at Windsor.

(e) On all occasions when a guard of honour is required to be furnished by the Brigade of Guards.

53. When Their Majesties the King and Queen, or either of them, attend concerts, etc., not in State, but where there is a guard of honour, he will be there, not in uniform, to wait upon Their Majesties.

54. When the field officer in brigade waiting receives His Majesty's commands, he will at once inform the major-general, in order that the necessary troops may be detailed.

* * * * *

56. When Their Majesties the King and Queen, or either of them, go in State in a carriage, or where any Royal State procession takes place, and the field officer in brigade waiting rides in attendance, his post is on the left, near the hind wheel of the Royal carriage, the officers of the cavalry escort occupying their proper positions near the doors of the Royal carriage.

* * * * *

61. The field officer in brigade waiting will take precautions that he may be found, in the event of his services being suddenly required.

62. Being always available, he will, in the event of any emergency arising, at once issue any orders that are necessary, and assume the command of the troops called out until relieved by superior authority.

63. In such cases he will act under the authority of the major-general, to whom he will report any orders he may have issued.

64. There is to be an adjutant and quartermaster in brigade waiting every month, furnished by the regiment to which the field officer belongs.

* * * * *

Duties in Garrison.

77. Officers of the Foot Guards are not to be put on duty with other troops ; nor are officers of other corps to be put on duty with or to command men of the Foot Guards.

78. In performing the duties of a garrison or camp, they will be kept distinct as much as possible ; but, under the immediate command of their own officers, they will perform whatever duties may be required of them.

79. Whenever a portion of the Brigade of Guards is in a garrison, and finds the public duties, a field officer or captain of the brigade will be detailed as field officer of the day.

80. Whenever a portion of the Brigade of Guards is in garrison and parades for trooping the colour, or guard-mounting, their own brigade-major or the adjutant of the battalion inspects the duties and hands them over to the field officer.

APPENDIX VII.

LIST OF FLAG STATIONS AND OF FLAGS FLOWN.

Stations.	Royal Standard.		Union Jack.		Army Council Flag.	
	21 ft. by 12 ft.	12 ft. by 6 ft.	12 ft. by 6 ft.	6 ft. by 3 ft.	12 ft. by 6 ft.	6 ft. by 3 ft.
London District :—						
The Tower of London	1*	...	1c	1c
Belvedere Fort... ..	1*
Duke of York's R.M. School	1c
Royal Military School of Music	1c
† Windsor Castle	1	1	1	1
Eastern Command :—						
Harwich Redoubt	1*	1b	1c	1d	1d	1d
Landguard Fort	1b
Yarmouth S. Battery...	1b
Colchester Office of the G.O.C.	1b
Dover Castle	1*	1c	1c	1d	1d	1d
Archcliff Fort	1a
Drop Redoubt	1*	...	1c
Shorncliffe (Redoubt House)	1c
Newhaven Fort	1b
Deal Castle	1a
Langley Fort	1a
Eastbourne Redoubt	1b
Chatham...	1d	1d	1d
Tilbury Fort	1*	1a	1c
Sheerness (Centre Bastion)	1*	1a	1c
New Tavern Fort	1b
Fort Amhurst	1*	1b	1c
Isle of Grain Fort	1b
Slough Fort	1a
Coalhouse Fort...	1b
Cliffe Fort	1b
Woolwich :—						
Royal Military Academy	1*	1b	1c
Gun Park	1*	1a	1c
Royal Arsenal	1*	1a	1c
Royal Dockyard	1b
Parade	1*	1a
Northern Command :—						
York Command Headquarters	1*	1b	1c	1d	1d	1d
Paull Point Battery	1*	1b
Tynemouth Castle	1*	1b
Carlisle Castle	1b
Castletown (Isle of Man)	1*	1b	1b
Newcastle	1d	1d	1d
Southern Command :—						
Command Headquarters, Tidworth	1c	1c	1d	1d	1d
Royal Victoria Netley Hospital	1*	1c	1c
Portsmouth Coast Defences :—						
King's Bastion, Portsmouth	1*	1c	1c	1d	1d	1d
Southsea Castle	1b
Spithead Fort	1b
Horse Sand Fort	1b
No Mans Land Fort	1b

* Royal Standard to be used only when the Sovereign is actually present, or when a member of the Royal Family is present representing the Sovereign. The Royal Standard is to be used for Her Majesty the Queen in the same manner as for His Majesty the King.

Union Jack :—(a) On anniversaries only, or when specially required for saluting purposes. (c) On Sundays and anniversaries. (c) Daily. (d) Only used when the Army Council visit the station in a corporate capacity.

† Special sizes may be supplied to Win'sor Castle, as demanded.

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Stations.	Royal Standard.		Union Jack		Army Council Flag.	
	24 ft. by 12 ft.	12 ft. by 6 ft.	12 ft. by 6 ft.	6 ft. by 3 ft.	12 ft. by 6 ft.	6 ft. by 3 ft.
Southern Command—contd.						
Fort Monckton	1b
" Gomer	1b
" Grango	1b
" Rowner	1b
" Brockhurst	1b
" Elson	1b
Calshot Castle	1b
Bembridge Fort	1b
Sandown Fort	1b
Golden Hill Fort	1b
Freshwater Redoubt	1b
Needles Battery	1b
Hurst Castle	1b
Nothe Fort	1*	1c
Portland Castle	1b
Verne Citadel	1b
Plymouth Coast Defences:—						
Plymouth Citadel	1*	...	1a	1c	1d	1d
Devonport Lines	1*	1a	1c
Pendennis Castle (Falmouth)	1*	...	1b	1c
Western Command:—						
Chester	1*	...	1b	...	1d	1d
Milford Haven	1d	1d
Pembroke Defensive Barracks	1*	1a	1c
Perth Rock Battery	1b
Seaforth Battery	1*	1b	1d	1d
Aldershot:—						
Command Headquarters	1*	...	1b	1c	1d	1d
Staff College	1*	...	1b	1c
Royal Military College	1*	...	1b	1c
Scottish Command:—						
Leith Fort	1*	...	1a	1c	1d	1d
Edinburgh Castle	1*	...	1a	1c	1d	1d
Stirling Castle	1*	...	1c
Torry Point, Aberdeen	1b
Broughty Castle	1b
Dumbarton Castle	1b
Fort Matilda	1b
Alderney:—						
Fort Albert	1*	1c
" Tourgie	1c	1c
Jersey:—						
Fort Regent	1*	...	1c	1c
Elizabeth Castle	1*	1c	1c
Government House	1c	1c
Guernsey:—						
Castle Cornet	1*	1c	1c
Fort George	1c	1c
Fort Le Marchant	1a
The residence of the G.O.C.	1c	1c
Irish Command:—						
Athlone	1b
Bere Island	1b
Camden Fort	1b
Carlisle Fort	1b
Carrickfergus Castle	1b
Cork, official residence of the G.O.C.	1b
Cork, Westmoreland Fort	1*	1c	1d	1d
Curragh Camp	1c	1c
Dublin, official residence of the G.O.C.-in-C.	1c	1c	1d	1d
Duncannon Fort	1b

* Royal Standard to be used only when the Sovereign is actually present, or when a member of the Royal Family is present representing the Sovereign. The Royal Standard is to be used for Her Majesty the Queen in the same manner as for His Majesty the King.

Union Jack:—(a) On anniversaries only, or when specially required for saluting purposes. (b) On Sundays and anniversaries. (c) Daily. (d) Only used when the Army Council visit the station in a corporate capacity.

† Two flags should be flown when the G.O.C.-in-C. is in residence.

Stations.	Royal Standard.		Union Jack.		Army Council Flag.	
	24 ft. by 12 ft.	12 ft. by 6 ft.	12 ft. by 6 ft.	6 ft. by 3 ft.	12 ft. by 6 ft.	6 ft. by 3 ft.
<i>Irish Command—contd.</i>						
Dublin, Royal Barracks	1*	...	1c	1c
Dunree Fort	1c
Enniskillen Castle	1b
Kingston (East Pier Battery)	1c
Lanan Head Fort	1a
Londonderry	1*	...	1c	1c	1d	1d
Magazine Fort	1*	...	1b
Ned's Point Fort	1b
<i>Stations Abroad.</i>						
<i>Bermuda:—</i>						
Fort Victoria	1*	...	1c	1c
„ Cunningham	1b
„ Prospect	1b	1c
<i>Ceylon:—</i>						
Colombo	1*	...	1c	1c
<i>Gibraltar:—</i>						
Rock Battery	1*	...	1a	1a
Montague Cavalier	1*	...	1c	1
Europa Flagstaff	1*	...	1c	1c
<i>South China:—</i>						
<i>Hong Kong:—</i>						
Headquarters House	1*	...	1c	1c
Saluting Battery	1c
<i>Jamaica:—</i>						
Port Royal	1*	...	1b	1c
<i>Malta:—</i>						
The Arsenals	1b
Palace	1*	...	1a	1c
Fort St. Elmo	1*	...	1a	1c
„ Ricasoli	1*	...	1c	1c
„ Tigné	1b
Saluting Battery	1c
Gozo	1a
Gebel Imtarfa Barracks	1b	1c
<i>Mauritius:—</i>						
Citadel	1*	...	1c
Headquarters House	1*	...	1c	1c
<i>Sierra Leone:—</i>						
Tower Hill	1*	...	1c	1c
<i>South Africa:—</i>						
<i>Pretoria:—</i>						
Residence of G.O.C.-in-C.	1*	...	1c	1c
Covering Headquarter Office	1*	...	1c	1c
Distinguishing Headquarters Office (Cantonments)	1*	...	1c	1c
Middelburg (Transvaal)—Headquarters Office	1*	...	1c	1c
Potchefstroom—Headquarters Office	1*	...	1c	1c
Standerton—Headquarters Office	1*	...	1c	1c
<i>Bloemfontein:—</i>						
Headquarters Office	1*	...	1c	1c
Harrismith—Headquarters Office	1*	...	1c	1c
Pietermaritzburg—Fort Napier	1*	...	1c	1c
Middelburg (Cape Colony)—Headquarters Office	1*	...	1c	1c
Cape Town—the Castle	1*	...	1c	1c
Simon's Town—Queen's Battery	1c
<i>Straits Settlements:—</i>						
Fort Canning, Singapore	1*	...	1c	1c
Headquarters House	1*	...	1c	1c

* Royal Standard to be used only when the Sovereign is actually present, or when a member of the Royal Family is present representing the Sovereign. The Royal Standard is to be used for Her Majesty the Queen in the same manner as for His Majesty the King.

Union Jack:—(a) On anniversaries only, or when specially required for saluting purposes, (b) On Sundays and anniversaries, (c) Daily.

APPENDIX VIII.

LEGAL PROCEEDINGS.

(Referred to in para. 455.)

The following regulations with regard to legal proceedings taken by or against persons subject to the Army Act, are notified for the information of all concerned :—

General Instructions.

1. An officer cannot properly be made subject to any legal proceedings or orders of court which may be taken or made against him not in his individual capacity but as representative of the War Department, or in matters where the War Department, and not the officer individually, is the party really concerned, except at stations abroad where special legislation authorises such a course. Should any such proceedings or orders be taken or made, legal advice should at once be taken with a view to applying to have them set aside, and such legal steps should be taken as may be necessary for that purpose and the matter at once reported to the War Office. Actions on government contracts and orders for the attachment of government money may be mentioned as illustrations of the class of proceedings indicated above.

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England and Wales.

2. All offences against the ordinary criminal code of the country committed by persons, subject to the Army Act, and brought to the cognizance of the C.O., should forthwith be notified by him to the local police, that the same may be duly investigated by their agency, and punished by the civil criminal tribunal.

3. In any criminal case where legal aid is thought to be necessary a remand will be applied for, and a full report of the case (with depositions, if any) transmitted to the G.O.C.-in-C. the command concerned, who will refer the matter to the Treasury Solicitor.

4. A solicitor will not be employed on behalf of the public, either for the purpose of legal proceedings (civil or criminal) or of obtaining advice, except in cases of such urgency that reference to the Treasury Solicitor cannot be made in time. In such cases of urgency, the local agent of the Treasury Solicitor should be consulted in places where such an agent has been appointed ; elsewhere the choice of the solicitor must be left to the officer employing him. The matter should be at once reported under paragraph 4, and, in criminal cases, a remand should be applied for, and no action, beyond that which is absolutely necessary, should be taken without reference to the Treasury Solicitor.

5. When legal advice is required, or authority is sought to commence or to defend legal proceedings, either in the name or on behalf of the Army Council, a full statement of the facts must be sent up by the G.O.C.-in-C. to the Treasury Solicitor, authenticated by the head of the department or C.O. concerned. A head of a department when serving under a G.O.C. or the C.O. of a

corps, will forward his application through the G.O.C.-in-C. (unless the urgency of the case requires a direct reference to the Treasury Solicitor).

6. Where an officer or soldier is made defendant in civil or criminal proceedings, the defence thereof will be conducted upon the sole responsibility of such defendant until the decision of the Army Council is given.

7. When any claim is preferred to the Army Council for assistance in, or for the reimbursement of the cost of, the defence, a copy of the writ or statement of claim in civil cases and copies of the information and summons or warrant in criminal cases—or, if the case has gone to trial, a copy of the indictment—should be furnished, with a full statement of the facts showing that the act complained of was one sanctioned by competent authority, or clearly within the prescribed course of the defendant's duty.

Scotland.

8. Legal advice will be obtained when necessary in urgent cases by the G.O.C.-in-C. from the War Department law agent in Edinburgh.

Ireland.

9. Legal advice will be obtained when necessary in urgent cases by the G.O.C.-in-C. from the Chief Crown Solicitor, Dublin.

Abroad.

10. When the adoption or the defence of legal proceedings abroad cannot await the previous sanction of the Army Council, such proceedings should only be undertaken on the special authority of the general or other officer commanding, to whom a report of the circumstances of the case will be addressed by the head of the department or officer on whose recommendation the legal proceedings are proposed to be taken.

11. This report and statement will be forwarded by the general or other officer commanding, together with a copy of his letter authorising legal proceedings, and a full explanation of his reasons for authorising them, to the Army Council for final approval; and in no case will the expenses incurred be admitted as a charge against imperial funds unless such approval has been obtained.

12. When legal proceedings have been authorised, the head of the department or C.O. concerned, acting under the instructions of the G.O.C. will, from time to time, furnish the legal adviser of the War Department with such information and assistance as he may require, and the G.O.C. will keep the Army Council advised as to the progress of the proceedings.

13. In colonies which have a responsible government, and in which the law officers of the Crown may be frequently changed, and in other cases in which from some local circumstances the general or other officer commanding, with the assent of the governor, may consider that the law officers of the Crown are unable to attend conveniently to the business of the War Department, the general or other officer commanding will select a legal adviser of character and eminence in his profession to act for the War Department; he may be one of the colonial law officers or not, but if not a law officer, or an adviser paid by annual salary under paragraph 14, his name should be reported for the approval of the Army Council.

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14. The remuneration of the selected adviser of the War Department will either be (i.) by an annual salary to be fixed by the Army Council, with the previous concurrence of the Lords of the Treasury, or (ii.) by fees certified (a) by the general or other officer commanding to have been properly incurred (and not included in any previous charges), and (b) if over £10 by some local law officer, local registrar, taxing master, or other independent and competent local legal authority, to be fair and reasonable and in accordance with the scale of professional remuneration for like services prevailing in the colony.

The fees in non-contentious cases (if over £10) should, if possible, be certified, if not by a law officer by some local registrar or official without the expense of a formal taxation by a taxing master,

In cases of litigation the costs (if over £10) should be formally taxed.

No taxation or certificate under head (b) will be necessary for auditing purposes when the bill is under £10, the general or other officer commanding being in such cases responsible for the reasonableness of the charges.

15. There are cases in which the services of the legal officer of the Crown can only be rendered as a barrister, and a case must, therefore, be prepared for him by a solicitor, and in some minor cases the services of the solicitor may alone be required. A general or other officer commanding will, therefore, use his judgment in such cases where a diminution of legal expenses may be effected without sacrificing public interests.

16. The colonial authorities will be called upon to prosecute civilian offenders at the expense of the colony, unless the case be of so grave or special a character as to make it desirable that special agents should be employed on behalf of the home government,

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Passes (ii.), (iii.), (iv.), and (v.) are issued at the discretion of generals commanding under the conditions hereinafter specified. They are bound in books containing 50 each, with counterfoils. The number of passes issued is to be kept as low as possible. If a pass has been lost or cancelled, instructions should immediately be sent to the works concerned to prevent the pass being improperly used.

7. The white *district pass* will be issued to such officers, warrant officers, non-commissioned officers and men, and members of the staff for engineer services as the general commanding may authorize and will be applicable when admission is not covered by the rules in paras. 3, 4, and 11.

8. The *visitors pass* will not be issued to any person who is not a British subject, unless the sanction of the Army Council has been obtained, and any foreign subject authorized to receive a pass can only be allowed to use it when accompanied by an officer. This pass will in no case admit the holder to position-finding cells, torpedo buildings, magazines, or storehouses.*

9. The *works pass* will be issued to authorized workmen. A deposit of 2s. 6d. may be demanded on issue and will be returned on surrender of the pass, but the exaction of this deposit is left to the discretion of the general commanding. See also para. 11.

10. The *trading pass* will be issued to tradesmen authorized to enter the residential portion of military works.

11. No person is to be allowed to enter position-finding cells, torpedo buildings, magazines, or storehouses,* without a *special pass*, unless he has special duties to perform which render his admission necessary, in which case the white and red *district pass* A.F.—A 17-1a will be issued. These passes, whether held by officers or others, are only available for admission to the places named thereon. In cases of parties of troops ordered to perform military duty, under proper charge, in any position-finding cell, torpedo building, magazine, or storehouse, passes may be dispensed with at the discretion of the general commanding.

12. Orders are to be issued directing sentries in the first place to refer the holders of all passes to the non-commissioned officer of the guard, who will carefully examine the passes and retain all *visitors passes*. Sentries will be ordered not to permit the holders of *special, district, or visitors passes* to have access to any of the defences, or the holders of *district or works passes* to have access to any of the buildings mentioned in para. 11 until they have received the orders of the non-commissioned officer of the guard.

13. Information is not to be given regarding the construction of works, or machinery in connection with them, except to British officers in uniform, to holders of the *district and works passes* when necessary for the performance of their duty, and to holders of the *special pass*.

14. Except when necessary in the performance of duty, holders of passes of any kind are not to be permitted to make any written note, drawing, photograph, or measurement of any work, whether completely constructed or not, nor of any gun, machinery, or apparatus.

15. In each work or establishment which, in the opinion of

* Ordnance Department magazines and storehouses are not referred to in these orders.

the general commanding, is of sufficient importance to require special safeguarding from observation, a register (A.B. 129) will be kept in which visitors holding *special, district, or visitors passes* will be required to sign their names on entering. The custodian of the register is to note in it against the signature of the person admitted the following particulars :—

- (i.) Date of the visit.
- (ii.) Description of pass and date for which it is available.
- (iii.) Name of the officer issuing the pass and date of issue.

As soon as these particulars have been recorded in the case of a *visitors pass*, the pass is to be destroyed by the custodian, who will tear it into small pieces and note the fact in the register that he has done so.

16. The registers referred to in para. 15 will be inspected by the general or other officer commanding periodically.

APPENDIX X.

(Referred to in para. 852.)

SYLLABUS OF EXAMINATION OF OFFICERS OF ROYAL GARRISON ARTILLERY TO QUALIFY FOR THE ISSUE OF ARMAMENT PAY.

Books recommended :—

Handbook of Gun.
 Field Artillery Training.
 Garrison Artillery Training, Vols. I, II, and III.
 Notes on artillery store accounts.
 Regulations for care and preservation of war matériel, etc.

A.—Coast Defence Subjects.

This examination will be divided into two parts, practical and written, the qualifying standard in each part being '5, and in each subhead '4.

Practical Examination—

(i.) Drilling a detachment in slow time at a B.L. or Q.F. gun of the fixed armament, as selected by the board at the time of examination. B.L. drill to be confined to the most modern type of 9·2-inch B.L. or 6-inch B.L. available. The duties of gun group commander, gun captain, and gun layer. (30 marks.)

(ii.) Drilling a detachment in slow time at one nature of armament for general defence gun, as selected by the board at the time of the examination. The duties of section commander, No. 1, gun layer and B.C.'s assistant for line. Laying out line of fire by Case I. for guns of moveable armament in concealed positions, ranging and observation of fire from such guns from a position near the battery. (20 marks.)

(iii.) Setting up and taking ranges with the D.R.F.—Answering practical questions on the use of the various parts of the instrument and on the method of setting up under varying circumstances. The duties of range indicator and dial numbers. (20 marks.)

(iv.) Moving, mounting and dismounting 6-inch guns and under. (B.L. guns should always be used if available.) (30 marks.)

Written Examination—

(i.) Not less than 10 general questions on subjects contained in Vol. I., "Garrison Artillery Training," and in "Field Artillery Training" as far as it applies to Heavy Artillery. The questions should be limited in Coast Defence to what should be known by a gun group commander, and in armament for general defence to laying and to management of deflection. Picking up the line of fire by Case I., ranging at standing and moving targets and observation of fire from a position near the battery. (50 marks.)

(ii.) Not less than 10 general questions on subjects contained in Vol. III. of "Garrison Artillery Training." The questions in shifts should be limited to 6-inch B.L. guns and under, and the questions in sheers and derricks should be simple and not go beyond light sheers. (50 marks.)

B.—Store Accounts and the Care and Preservation of War Matériel.

To qualify, an officer must obtain 75 of the total marks allotted to the following sub-heads, the test being both written and practical.

(i.) *Artillery Store Accounts.*—Method of keeping R.A. store accounts, store-ledger, distribution book, indents for stores, ammunition, &c., receipt and issue vouchers, closing, balancing, and checking ledger accounts.

(ii.) *Care and Preservation of Armament.*—Instructions for care and preservation of war matériel in magazines. Principal points to be attended to when inspecting a sub-district.

APPENDIX XI.

(Referred to in paras. 853, 854, 855, 859, 868, 869, 870, 871, 872 and 873.)

1.—SYLLABUS OF EXAMINATION OF OFFICERS FOR PROMOTION. SUBJECTS (a.) TO (j.).

(a.) Regimental Duties.

The examination under this head will be by oral and written questions set by the Board.

The examination will be based on the following books:—

- King's Regulations.
- Field Service Regulations, Part II, when issued.
- Army Act and Rules of Procedure.
- Army Books and Forms in use.
- Pay Warrant.
- Allowance Regulations.
- Equipment Regulations.
- Abroad—
- The Special Army Regulations obtaining in the Country (e.g., Army Regulations, India).

Warrant and Non-Commissioned Officers on Selection for Commissions as Second-lieutenants. Second-lieutenants, Quartermasters, and Riding-masters, before Promotion to Lieutenant.

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| <p>(i.) <i>Discipline.</i>
General instructions.
Arrest and military custody.
Investigation of charges.
Summary and minor punishments.
Courts of inquiry.
Desertion.
Disposal of military convicts and prisoners.</p> <p>(ii.) <i>Duties.</i>
Roster of duties.
Duties, in garrison and in the field.
Honours and salutes. Guards and sentries. Military funerals.
Duties in aid of civil power.</p> <p>(iii.) <i>Interior Economy.</i>
General instructions.
Duties of regimental officers other than C.Os.
Soldiers' accounts, messing and cooking.</p> | <p>(iii.) <i>Interior Economy—continued—</i>
System of keeping company books, accounts, and returns.
Soldier servants and orderlies.
Married soldiers.
Promotion, employment, &c., of N.C.Os. and men.
Pay of non-commissioned ranks of the corps to which the officer belongs.
Officers' and sergeants' messes and regimental institutes.
Leave and furloughs.</p> <p>(iv) <i>Miscellaneous.</i>
The method of supplying troops with food, forage, ammunition, and stores, in quarters and in the field.
A junior officer's duties in connection with the movement of troops by land and sea.
Detail of carrying arms, ammunition, and equipment.</p> |
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(b.) Drill and Field Training.

The examination under this head will be conducted practically in the field and by oral questions. There will be no written examination. In addition to giving the words of command, the candidate is to be required, in respect of his own arm or branch of the service, to give the explanation of the exercise or manœuvre to be performed, in a clear and audible manner.

**Warrant and Non-Commissioned Officers on Selection for
Commissions as Second-lieutenants.
Second-lieutenants, Quartermasters, and Riding-masters, before
Promotion to Lieutenant.**

Sub-heads.	Books recommended.	
Cavalry.		
(i.) <i>Drills.</i> Military equitation The instruction of the soldier on foot The instruction of the squadron mounted The formation and movements of a squadron with the regiment on parade and in the field	Cavalry Training.	
(ii.) <i>Musketry Instruction.</i> Instruction of the recruit Preliminary drill and practice Field firing and dismounted practice with horses... .. Drill and practice returns		Musketry Regulations. Appendix to Training Manuals.
(iii.) <i>Horse Management.</i> Stable management, grooming, washing, clipping, clothing, methods of securing, bedding, stable tricks and vices, daily routine Feeding and watering Management of horses in the open, condition and exercise, marching, feeding, swimming, water- ing, picketing... .. Saddles and sore backs The foot and shoeing Transport by sea and rail	Animal Management (Chapters IV to IX).	17 564
(iv.) <i>Miscellaneous.</i> "Miscellaneous duties"	Cavalry Training.	
Artillery. HORSE, FIELD OR MOUNTAIN BATTERIES.		
(i.) <i>Drill and training.</i> Instruction on foot Equitation Driving Physical training Musketry instruction Rifle exercises Drill and manœuvres Cérémonial Laying (Chap. IV.) Section gun drill... .. Care and adjustment of sights Guards To lay a gun under the same conditions as for the examination of layers	Cavalry Training and Field Artillery Training. Appendix to Training Manuals. Field Artillery Training. Handbook of Gun. Infantry Training. Instructions for Practice, Horse, Field and Heavy Artillery.	
(ii.) <i>Horse Management.</i> Stable management, grooming, washing, clipping, clothing, methods of securing, bedding, stable tricks and vices, daily routine Feeding and watering Management of horses in the open, condition and exercise, marching, feeding, swimming, water- ing, picketing Saddles and sore backs... .. The foot and shoeing Transport by sea and rail		Animal Management (Chapters IV to IX).
(iii.) <i>Equipment.</i> <i>Guns.</i> To take to pieces and put together fittings and explain their uses <i>Carriages.</i> To take to pieces and put together fittings and explain their uses		

Sub-heads.	Books recommended.
<p>To point out what parts of the carriage are likely to suffer from firing, travelling, fair wear, or neglect and the necessary precautions to be taken</p> <p><i>Ammunition.</i> To explain fully the construction and action of the ammunition carried by the battery To explain with the help of a section, or chalk and blackboard, the action of the fuzes To prepare quickly and bring up to the gun a round of ammunition. (Fuze to be accurately set)</p> <p>(iv.) <i>Five Discipline.</i> A thorough knowledge of Chapter VI, "Field Artillery Training."</p> <p>(v.) <i>Knottling and lashing.</i> A thorough knowledge of how to make and use all knots and lashings in use in the service ...</p>	<p>Handbook of Gun.</p> <p>Field Artillery Training. Garrison Artillery Training. Vol. III.</p>
<p align="center">COAST DEFENCE COMPANIES.</p>	
<p>(i.) <i>Drills and exercises.</i> Infantry drill as far as applicable to Garrison Artillery Gun drill with the guns of his own unit Moving, mounting, and dismounting guns of his own unit Laying test as laid down for qualified layers ...</p> <p>(N.B.—An officer who fails in this will not be disqualified but a record of his laying will be kept.)</p> <p>Stripping and assembling portions of the mounting and breech mechanism of one gun of his unit Fitting and adjusting aiming rifle used with the same gun Testing electric gear of the 12 pr. or 4.7" Q.F. Gun, and testing for adjustment with auto-sight General knowledge of telephone circuits according to instruments in use with unit</p>	<p>Infantry Training, Parts I and II. Handbook of Gun. Garrison Artillery Training, Vol. III. Instructions for Practice Seawards, B.G.A.</p> <p>Handbook of Gun.</p> <p>Handbook of Gun.</p> <p>Garrison Artillery Training, Vol. I, and Handbook of Gun. Garrison Artillery Training, Vol. I.</p>
<p>(ii.) <i>Coast Defence.</i> Duties of all ranks up to and including B.C. Use of the P.F. and D.B.F.</p>	<p>Garrison Artillery Training, Vol. I. Handbooks.</p>
<p>(iii.) <i>Equipment.</i> Identification of stores and ammunition. Practical use and care of instruments used for testing and firing General knowledge of the instructions for use of telephones, and of simple tests in case of break-down</p>	<p>Regulations for Care and Preservation of War Matériel, etc.</p> <p>Garrison Artillery Training, Vol. I, Chaps. III and XI.</p>
<p align="center">SIEGE COMPANIES AND HEAVY BATTERIES.</p>	
<p>(i.) <i>Drills and exercises.</i> As for Coast Defence Companies, but with Siege or Heavy equipment as far as it admits</p> <p>(ii.) <i>Observation of fire.</i> Ranging; duties of all ranks up to and including B.C.</p> <p>(iii.) <i>Equipment.</i> As for Coast Defence Companies, as far as Siege or Heavy equipment permits.</p>	<p>Infantry Training. Garrison Artillery Training, Vol. II. Field Artillery Training. Garrison Artillery Training, Vol. II. Field Artillery Training.</p>

Sub-heads.	Books recommended.		
Engineers and Infantry.			
(I.) <i>Drills.</i> Squad drill Company drill Command of a company in battalion drill	} Infantry Training. Royal Engineers' Training.		
(II.) <i>Exercises.</i> Rifle and firing exercises Advanced and rear guards and outposts Skirmishing Company drill The Company in attack and defence		} Infantry Training. Combined Training. Appendix to Training Manuals.	
(III.) <i>Musketry Instruction.</i> Instruction of the recruit Preliminary drill and practice Drill and practice returns			} Musketry Regulations. Appendix to Training Manuals.
(IV.) <i>Horse Management.*</i> Stable management, grooming, washing, clipping, clothing, methods of securing, bedding, stable tricks and vices, daily routine Feeding and watering Management of horses in the open, condition and exercise, marching, feeding, swimming, water- ing, picketing Saddles and sore backs The foot and shoeing Transport by sea and rail	} Animal Management (Chapters IV to IX.).		
(V.) <i>Miscellaneous.</i> Ceremonial		} Infantry Training. Royal Engineers' Training.	
Army Service Corps.			
(I.) <i>Drills.</i> Corps exercises (the whole book)	A.S.C. Training.		
(II.) <i>Exercises.</i> Rifle and firing exercises		App. to Training Manuals.	
(III.) <i>Musketry Instruction.</i> (As for Engineers and Infantry.)			
(IV.) <i>Horse Management.</i> Stable management, grooming, washing, clipping, clothing, methods of securing, bedding, stable tricks and vices, daily routine Feeding and watering Management of horses in the open, condition and exercise, marching, feeding, swimming, water- ing, picketing Saddles and sore backs The foot and shoeing Transport by sea and rail	} Animal Management (Chapters IV to IX)		17 564
(V.) <i>Miscellaneous subjects.</i> (As for Engineers and Infantry.)			
* This applies to R.E. officers only, serving with a mounted unit (including a field company).			

(c.) Duties in the Field (Practical and Oral).

Lieutenants and Captains for Promotion.

(i.) Practical Map Reading, Field Sketching and Reconnaissance.

A sketch and reconnaissance of ground, or road or river reconnaissance, at the discretion of the board, to be set in connection with a simple tactical idea. Roughly about 1 square mile of country, or about 6 miles of road or river. Time

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allowed 6 hours. In making this sketch an officer under examination is permitted to have with him a small scale map, of which he may make an enlargement, or any other use, on the ground, which would be possible on active service. As a rule the scale of the map to be used should not exceed $\frac{1}{2}$ in. to a mile.

The practical application in the field of the subject-matter dealt with in the Manual of Map Reading and Field Sketching.

Reconnaissance and reports. See Combined Training.

(ii.) Practical Military Engineering.

The practical application in the field of the subject-matter dealt with in the Manual of Military Engineering (Part I).

(iii.) Practical Tactics.

All matters dealt with in Combined Training (Chaps. I. to VI., inclusive) and their practical application in the field.

(iv.) Riding (for Captains R.G.A., R.E., Infantry, and A.S.C. not doing duty with a mounted branch). See para. 873.

(d.) Theoretical and Paper Examination.

Lieutenants and Captains for Promotion.

(i.) Military Engineering, Tactics, and Map Reading, Field Sketching and Reconnaissance (to include working out some simple tactical problems on paper and maps).

Two papers (including combined problems and questions) will be set to test the candidate's ability in applying his knowledge of the subject-matter contained in:—

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Combined Training (Chaps. I. to VI., inclusive),
Manual of Military Engineering (Part I.), and
Manual of Map Reading and Field Sketching.

(ii.) Military Law.

The Manual of Military Law and The King's Regulations will be allowed for answering all Military Law papers.

One Paper.

Lieutenants, before Promotion to Captain.

Manual of Military Law { Chapters I., II., (paras. 33-35 only), III., IV., V., VI., XIV.
The Army Act, omitting Part III.
The Rules of Procedure, omitting Field General Courts-Martial.
King's Regulations ... Paras. 301-375, 431-599, 666-678, 1909, 1916-1925.

Captains before Promotion to Major.

Manual of Military Law { Chapters I-VI., XII-XIV.
The Army Act.
The Rules of Procedure.
King's Regulations ... Paras. 301-305, 431-678, 1909, 1916-1925.

(iii.) Administration, Organization and Equipment.

Lieutenants and Captains.

One Paper.

A detailed knowledge for both peace and war of the administration, organization, equipment, establishment, terms of service, and pay of the candidate's own unit.

A general knowledge of the following subjects:—

The titles and general contents of official publications, so as to know roughly what each deals with.

The general system of administration and organization of the army.

Organization of the general and administrative staffs of army headquarters and of the commands at home and abroad.

War establishments, and the composition of staffs and units in the field.

The constitution and organization of the auxiliary and reserve forces.

The constitution and organization of the forces in India and the colonies.

General principles of recruiting, terms of enlistment, extension of service, re-engagement, prolongation of service, transfer and discharge.

The mobilization of the candidate's own unit.

Transport, supply, lines of communication, ammunition supply, medical and veterinary services, and provision of remounts in war.

Transport by land and sea.

(iv.) Military History.
Lieutenants and Captains.

Two Papers.

One paper will consist of general questions on the strategy and the other of questions on a special period of a campaign which will be notified in Army Orders of January and July in each year.

Each period will be set at two consecutive examinations. An officer may take up either of the periods set. It is, however, advisable that all officers presenting themselves for the first time for examination should take up the period which is being set for the first time, as by so doing, officers who fail at their first examination will be enabled to take up the same period at the next examination.

The campaign which each officer wishes to take up will be noted on A F. B 2053 before it is forwarded to the War Office. (Para. 864.).

(e.) Artillery.

Two Papers.

Logarithmic tables and slide rule will be allowed in answering questions on this subject. A.O. 103
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(Lieutenants, Horse and Field Artillery only.)

Sub-heads.	Books recommended.
(i.) Gunnery.	
Definitions	Field Artillery Training and Handbooks.
Laying. All methods adopted in the field for direct and indirect laying	
Causes affecting accuracy of shooting	
Use of range tables... ..	
Ammunition	
Use of the slide rule	Logarithmic Slide Rules, by Lieut.-Col. Von Donop.
(ii.) Guns and Carriages.	
A general knowledge of the guns, carriages, equipment, and ammunition employed in Horse and Field Artillery, with special knowledge of those in use with the Battery in which serving	Handbooks of all guns and howitzers with which Horse and Field Artillery are equipped. Lists of Changes in War Materiel.
Care and preservation of equipment and all repairs and adjustments which can be carried out in the field... ..	Handbook for Military Artificers.
Duties of military artificers	
(iii.) Training.	
Fire discipline. Fire tactics	Field Artillery Training.
Employment and conduct of Artillery in the field	
Manceuvre	
Supply of ammunition	
Transport of Artillery	
Embarkation and disembarkation of mounted troops and horses	King's Regulations, paras. 1662-1683.
Slinging horses, vehicles, guns and stores	Appendix to Training Manuals.
Duties on the march	Field Artillery Training.
(iv.) Entrenchments	
(v.) Destruction and Disablement of Ordnance	
(vi.) Passage of Obstacles	
	Manual of Military Engineering.
	Field Artillery Training.

(Lieutenants, Garrison Artillery.)

Sub-heads.	Books recommended.
(i.) Gunnery and Electricity.	
Definitions and units; laying; probability of fire; correction of a range table for loss of muzzle velocity; practical use of the slide rule	Text Book of Gunnery. Hand-book for Auto-sights. Garrison Artillery Training, Vol. I.
Theory testing and practical use of automatic sights; Armour and its penetration by projectiles	
Range tables, estimation of hits, &c.	
Articles 1-14, 36, 37, 40-43, 207-213, 249-253, 320-339, and 363-390 of "Notes on Electricity for the use of the Garrison Artillery."	
Sections 10-15 and 63 of "Garrison Artillery Training," Vol. I.	
(ii.) Matériel.	
Construction, preservation and repair of the following ordnance and their mountings; and the construction, action, use, marking, examination, destruction, packing, storage, and care of the ammunition in use with these guns, viz. :—	Handbooks of the various Guns.
9-2" B.L., Mark X, on V mounting	
8" B.L., Mark VII	
6" H.P. mounting	
6" B.L. Howitzer	
60-pr. B.L. Mark I	
4-7" Q.F. Gun (fixed armament and on travelling carriage)	
*10 pr. B.L. Mountain Gun	
*Pack equipment for Mountain Artillery.	
(iii.) Equipment.	
Supply, care and preservation of armament and stores, and duties of artificers	Equipment Regulations. Regulations for Care and Preservation of War Matériel, &c.
(iv.) Training.	
Fire tactics and fire discipline	Training Manuals. Garrison Artillery Training, Vol. I. Garrison Artillery Training, Vol. II. Field Artillery Training. Mountain Artillery Training.
Coast defence	
Sege and Heavy Artillery	
* Mountain Artillery	
(v.) Miscellaneous.	
Disablement of guns	Garrison Artillery Training, Vol. II.
(vi.) Practice.	
Regulations for practice. Compiling and checking practice reports	Training Manuals and Instructions for Practice of the branch to which the officer belongs.

* For Mountain Artillery officers only.

(f.) Engineers.

Lieutenants, before promotion to Captain.

Technical Examination.

Advanced Course.

Sub-heads.	† Books recommended.
(I.) Military Engineering.	
Roads, bridges, &c.	{ Instruction in Military Engineering, Parts I, II, III, IV, V, and VI. Manual of Instruction in Army Telegraphy. Manual of Military Engineering. Combined Training.
Railways, telegraphs, &c.	
Camping grounds	
Water supply	
Field works, mines, attack and defence of positions	
(II.) Construction.	
Principles of building construction	{ Regulations for Engineer Services. Barrack Construction and Design.
Sanitation	
Strength of materials	
Engineer services, regulations, and routine	
Estimating	
Designing and specifications	

† Note.—A suitable list of additional books can be obtained on application to the Commandant, School of Military Engineering.

Instructions.

1. (i.) All officers on the British establishment, with the exception of those referred to in (ii.), commissioned after 1st June, 1897, who have not done Part II of the School of Military Engineering course, will be required to undergo an advanced course at the School of Military Engineering. See syllabus above.

(ii.) Subalterns serving abroad who will not fall due for relief in time to admit of their undergoing the advanced course before promotion, and others under special and exceptional circumstances, with War Office authority, will undergo the barrack and active service projects as laid down in para. 5.

(iii.) All officers who were struck off the instructional strength of the School of Military Engineering, Chatham, prior to the 14th February, 1899, and officers who have been through Part II, or the special course for junior officers going to India, will be required to undergo the barrack and active service projects as laid down in para. 5.

2. There will be an advanced course each year at the School of Military Engineering, Chatham. The course will begin on or about 22nd October.

Applications of officers to undergo this course will be forwarded by G.O.s.C. to the Secretary, War Office.

3. Examinations for promotion in military engineering and construction, will form part of the advanced course. The examination board will be convened under the instructions of the G.O.C. for a period, if possible, of not less than one year. As a general rule the members should be detailed from the fortification and constructions schools, and should be of a rank not below that of captain.

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Engineers.
1884

The result of the examination, and the percentage of marks awarded to each officer, will be reported to the War Office.

4. With a view to—

- (i.) stimulating study in, and attention to, recent engineering practice ;
- (ii.) encouraging a candidate to give the results of his own experience ;
- (iii.) furnishing the examiners with a comprehensive idea of the candidate's capabilities and qualifications ;

each officer will be required to submit a short essay upon some engineering subject dealt with in the course.

Credit will be awarded for the essay in the general report upon the result of the examination of each officer.

Barrack and Active Service Projects.

5. The officers referred to in para. 1 (ii.) and (iii.) will be required before promotion to—

- (i.) prepare a complete design and detailed estimate of a small type of building, such as a warrant officer's quarter, cookhouse, soldier's hut, or other similar building required at the station where they are quartered. The design is to be accompanied by a report, which should treat very briefly the questions of drainage, gas, water supply, and foundations, and give the calculations for floors and roof, &c. ; the whole to be adapted to a given site ;
- (ii.) submit a sketch, with estimate of time, materials, and labour, for some work in the field, such as a pier for landing stores, a blockhouse for defence of a railway bridge or tunnel, a log hut, or a temporary hut for the accommodation of a given number of men ; the utilization of a small stream for the water supply of a camp ; or the demolition by explosives of a structure or line of railway.

Instructions.

6. With a view to securing a uniform standard of marking for "pass" and "special certificate".—See Appendix XI (IV*)—the project papers of officers serving elsewhere than in India will in future be examined and marked by the standing board of officers of R.E. referred to in para. 3 above.

The barrack project papers will be set by the standing board of officers of R.E. ; but the active service project papers will be set locally, and the examinations will in both cases be conducted locally.

The commandant, School of Military Engineering, will send to stations requiring them, a set of barrack project papers, under confidential cover.

These will, if considered necessary by the C.R.E., be adapted by him to local conditions before issue to the officers concerned.

7. The project referred to in para. 5 (a) must be completed and handed in by the officer within two months of the date on which it is given to him. This period may be extended if the C.R.E. is of opinion that pressure of official work renders such extension necessary, and submits a certificate to this effect. The test prescribed in para. 5 (b) will be carried out within a limit of time not exceeding that which would probably be available on active service. Eight hours will be the limit allowed—exclusive of the time entailed in going to and from the site, of which the

officer will render a certificate. Any time below this limit will be considered in awarding marks. Only such books as officers would be likely to have available in the field may be used. Time should not be lost in ornamental drawing, a pencil sketch to scale only is required, but it must be clear and properly dimensioned, and suitable to be handed as a working drawing to a subordinate for execution. It must be accompanied by a description of the methods to be adopted in construction, with necessary calculations to prove the efficiency of the proposals.

8. Projects, when completed, will be forwarded to the commandant, School of Military Engineering, with the opinion of the C.R.E. as to whether they satisfy local conditions in every respect. The commandant will communicate the result to the War Office, together with the marks and percentage allotted in each case by the standing board.

9. In regard to officers serving in India the projects will be set and examined in that country and the marks allotted locally.

10. With each design or project the officer will furnish a certificate that the whole of the work has been carried out without any assistance except from technical books, and that no existing building has been copied.

11. The time of issue and return will be distinctly noted on the projects, and the whole of the papers are to be treated as "Confidential."

12. The C.R.E. will certify that he is satisfied that the work has been done as stated by the officer.

13. The certificate of having passed the departmental examination in India for assistant engineer, 1st grade, Military Works Department, before 1st October, 1899, or for assistant engineer, 2nd grade, Public Works Department, will be accepted in lieu of the tests prescribed in para. 5 (a); or, if the certificate be not obtainable, a reference to the date of the "Indian Gazette" in which the result of the examination was published, will suffice.

14. The commandant, School of Military Engineering, will be regarded as the C.R.E. for the purpose of the tests of officers posted to that School.

(g.) Army Service Corps Subjects.

(For Officers of Army Service Corps Only.)

- (i.) Supply (one paper).
- (ii.) Transport (one paper).

Books recommended and sources from which information may be obtained:—

Regulations for Supply, Transport, and Barrack Services.
Allowance Regulations.
Supply Handbook.
Standing Orders for the A.S.C.
A.S.C. Training—Drill.
A.S.C. Training—Transport (when issued).
Pay Warrant.

Treatise on Military Carriages.
King's Regulations.
Handbook for Military Artificers.
Field Service Supply Manual.
Animal Management.
War Establishments.
Transport Manual.
Remount Manual.

Lieutenants, before Promotion to Captain.

Accounts (supply, barrack and company); correspondence; contracts.
Judging cattle and supplies of every description.
Duties of an A.S.C. officer in charge of a sub-district.
Interior economy of a company of the A.S.C. in quarters, on the line of march, and in the field.
Construction and carrying capacity of military transport vehicles. Pack animals and their uses.
Embarkation and disembarkation of men and animals. Duties on board ship.
Convoys, their formation and defence.
Duties of brigade supply and transport officer in war.

Captains, before Promotion to Major.

(In addition to above.)

Organization of the lines of communication of the field Army.
Method of obtaining supplies and transport in war. Formation and working of depôts in war.
Organization of different kinds of transport in war.
Formulation of schemes for supply and transport of bodies of troops operating in the field from a fixed base.
General duties of a staff officer administering supply, transport and barrack duties at home.

(h.) Royal Army Medical Corps Subjects.

(For officers of the Royal Army Medical Corps only.)

Lieutenants, before promotion to Captain.

- (i.) Squad, company and corps drills and exercises.
- (ii.) The duties of wardmasters and stewards in military hospitals, and the preparation of returns, accounts, and requisitions connected therewith.
- (iii.) Duties of executive medical officers.

Books recommended, and sources from which information may be obtained:—

King's Regulations.
Regulations for Army Medical Service.
Manual for the R.A.M.C.
Standing Orders, R.A.M.C.
Field Service Manual, Army Medical Service.
Field Service Regulations, Part II. (when issued).

Allowance Regulations.
Pay Warrant.
War Establishments.
Regulations for Supply, Transport, and Barrack Services.
Infantry Training.

Captains, before promotion to Major.

Medicine.*
Surgery.*
Hygiene.†
Bacteriology and tropical diseases.‡
One subject from the following list:—

Bacteriology, including the preparation of anti-toxins.
Dental surgery.
Dermatology, including venereal diseases.
Midwifery and gynaecology.

Operative surgery, advanced.
Ophthalmology.
Otology, including laryngology and rhinology.
Psychological medicine.
State medicine.

(i.) Army Veterinary Corps Subjects.

(For Officers of the Army Veterinary Corps only.)

Lieutenants, before promotion to Captain.

Duties of executive veterinary officers.

This examination will be based on the following books:—

King's Regulations.
Field Service Regulation, Part II. (when issued).
Army Act and Rules of Procedure.
Pay Warrant.
Allowance Regulations.

Equipment Regulations.
Regulations for Army Veterinary Service.
Standing Orders, A.V.C.
Animal Management.

Captains, before Promotion to Major.

Veterinary medicine.
Veterinary surgery.
Veterinary hygiene.
Veterinary bacteriology and tropical diseases.
One special subject selected by the candidate with the approval of the Director-General, Army Veterinary Service.

(j.) Sanitation.

All Lieutenants (except R.A.M.C. and A.V.C.) before Promotion to Captain.

One Paper based on the Manual of Sanitation in its Application to Military Life.

* To be divided into written examination, essay, and clinical cases.

† Written and practical.

‡ Written, clinical or practical.

II.—INSTRUCTIONS FOR THE GUIDANCE OF EXAMINING BOARDS IN SUBJECT (c.).

1. The object of this examination is to ascertain if an officer is or is not fit practically for promotion to higher rank.

The aim of the board should be to acquire a personal acquaintance with the candidate, and to test his ability to apply his knowledge practically, rather than to find out whether he is familiar with a certain amount of book-work. No question should be set in the (c.) examination which could be better or equally as well answered on paper in the (d.) examination.

2. As a rule the whole of the examination, except subhead (iv.) should be based on one tactical scheme, such as the various stages of an attack or of a defence, from the initial reconnaissance to the final camp after victory or defeat.

The sketch should be regarded rather as a means of illustrating with sufficient accuracy the tactical position and proposed distribution of troops, etc., than as a test of the candidate's proficiency in the art of military surveying. Any instruments may be used at the option of the candidate.

The solutions of all problems should be worked out on the ground, and questions should be mainly directed to the actual topographical situation and they should admit of a practical demonstration.

3. Questions and problems set for captains should be of a higher standard than those for lieutenants.

4. Notebooks and 1 inch maps will be supplied by the board on the ground to officers, who are forbidden to employ or to have in their possession, any other books or maps. The maps are not to be used for the sketch, (c.) (i.), but they may be used for any other part of the examination.

5. The maximum marks to be allotted for each subhead will be as follows:—

For (i.)	100*
„ (ii.)	100
„ (iii.)	200

Total 400

„ (iv.) 80

No marks will be allotted for subhead (iv.).

In marking, boards should consider chiefly whether the candidates' arrangements would be likely to ensure success on service.

6. The problems and questions should usually be handed to the candidates on separate printed or hektographed slips, or they may be dictated.

7. Officers who do not pass will be so informed by the board, and told generally in what respects they have failed.

III.—INSTRUCTION FOR THE GUIDANCE OF EXAMINING BOARDS IN SUBJECTS (d.), (e.), (g.), (h.) (II. AND III. LIEUTENANTS), (i.) (LIEUTENANTS) AND (j.) (LIEUTENANTS).

1. The examination will commence on the third Monday in May and November. Candidates, on the first day on which they

* 30 marks for the technical drawing of the sketch, and 70 for the report (if any) and the rest of the subhead.

attend for examination, will report themselves half an hour before the time fixed for its commencement, to receive and sign for their Index Nos. ; and also to be allotted to their seats by the Board.

Officers need not, however, attend the examination room on any day previous to that allotted to the first paper in which they are to be examined.

2. The order of examination will be as follows :—

Day.	Hours.	Subject.
Monday ...	{ 10 to 1 ... 2.30 to 5.30	Artillery 1st paper, A.S.C. subject (g.) (i.), R.A.M.C. subject (h.) (ii.), and A.V.C. subject (i.) (Lieutenants). Artillery 2nd paper, A.S.C. subject (g.) (ii.), and R.A.M.C. subject (h.) (iii.)
Tuesday ...	{ 10 to 1 ... 2.30 to 5.30	Military Engineering, Tactics, Map Reading, Field Sketching and Reconnaissance, 1st paper. Military Engineering, Tactics, Map Reading, Field Sketching and Reconnaissance, 2nd paper.
Wednesday	{ 10 to 1 ... 2.30 to 5.30	Military Law. Administration, Organization and Equipment.
Thursday ...	{ 10 to 1 ... 2.30 to 5.30	Military History, 1st paper.
Friday ...	{ 10 to 1 ...	Sanitation. " 2nd paper.

3. Whilst under examination candidates are to be placed at least six feet apart, and no officer is to be examined in any subject or subhead except at the time specified above.

4. The board will, as indicated in para. 1, assign the seats of candidates in order of Index Nos. Each candidate will occupy the same seat throughout the examination, unless otherwise ordered by the board who may make any necessary subsequent change.

5. The sealed packets containing the examination papers are not to be opened by the president of the board until the time fixed for the examination in the subject concerned, and then only in the presence of the candidates.

6. All the officers constituting the board are to be present during the entire examination. They must on no account give any opinion to the candidates as to the meaning or correctness of any word or sentence contained in the examination papers.

7. At the commencement of the examination, the president of the board will read out the certificate mentioned in para. 15 (ii.) to the candidates and will inform them that they will be required to furnish the certificate at the close of their examination.

8. The Index No. assigned to each candidate (para. 1), must be recorded plainly upon each A.B. 4*, map or sketch. If the candidate uses more than one book, the number of books used, in any one subhead, should be stated in the space provided for that purpose at the foot of A.B. 4.

The name of a candidate under examination is on no account to appear on his worked papers.

9. Candidates should not be permitted to speak to each other or to communicate with any person in the room, except with a member of the board, and, with that exception, strict silence is to be observed in the examination room.

10. Any candidate detected in the examination room in the possession of a book or MS. brought with him for his assistance

* The president of the board will ascertain, before the commencement of the examination, that a sufficient supply of Army Books 4 is sent to the examination room.

(except the books allowed for the military law examination) or in copying from the papers of another candidate, or in permitting his own papers to be copied, or in attempting to give or receive assistance of any description, will be disqualified; his examination will be discontinued, and the circumstance reported.

11. For examination in (d.) (i.), besides drawing materials and instruments, candidates will bring coloured pencils with them.

12. Candidates cannot leave the room during the hours of examination without finally giving up their papers. No candidate will be allowed to leave within the first half-hour, nor will a candidate who arrives after another has left be admitted.

13. The examination papers will be distributed and the replies collected by a member of the board at the appointed hours. Any candidate, however, who may have finished his replies on any subject before the hour named may deliver them to a member of the board.

14. At the close of the examination in each subject, the board will see that all papers are marked with the correct Index Nos., and, after having marked on the attendance list the number of books, maps, &c., handed in by each candidate, will at once place them, unfolded, in the large envelopes supplied for the purpose by the Director of Staff Duties. These envelopes will then be secured, sealed, and marked as follows:—

Rank. (Captain, Lieutenant, or Warrant and Non-Commissioned Officer) Regular Forces, (Majors) R.A.M.C., or (Field Officers, Captains, or Subalterns) Militia, Imperial Yeomanry, and Volunteers.)

Subject

Station

Signature of President of Board

Each envelope should contain a list of the Index Nos. (without names) of the candidates whose papers are in it. This list should be signed by a member of the board, but no other papers should be placed in the envelope. The captains' papers must not be put in the same envelope as that containing lieutenants' papers. The work of officers of Militia, Imperial Yeomanry, and Volunteers will be placed in a separate envelope from that of officers of the Regular Forces, and will be marked accordingly. The work of the warrant officers and N.C.Os. will also be placed in separate envelopes, and be marked accordingly.

The president will not allow the envelopes out of his own possession, but he will, after ascertaining that they are securely fastened and sealed, post them himself to the War Office as soon as possible.

15. The proceedings of the board will be recorded on A.F. A 2, and forwarded to the G.O.C.-in-C. for transmission to the Director of Staff Duties, War Office, accompanied by the following certificates and documents:—

(i.) A certificate that the prescribed order of examination was strictly observed, that each member of the board was present during the entire examination, and that none of the candidates received any assistance during the examination from books or other sources beyond that sanctioned for the paper in military law.

(ii.) A certificate written and signed by each candidate that he has not received or given any assistance during the examination beyond that sanctioned for the paper in military law.

(iii.) Lists of candidates examined (on A Fs. B. 2053 and E. 621), with their signatures and addresses.

- (iv.) The attendance lists.
 (v.) All the printed envelopes referred to in para. 14 which have not been used.
 (vi.) A list of officers who were permitted to withdraw, or who absented themselves from the examination, giving their reason for so doing.

IV.—STANDARD OF QUALIFICATION.

The proportion of marks required for a "Pass" and for obtaining a "Special certificate" will be as follows :—

Pass.

- Subject (c).—5 in each subhead and 6 in the aggregate of subheads (i.), (ii.) and (iii.).
 Subject (d).—5 in each subhead.
 Subject (e).—5 in the total.
 Subject (f.) (lieutenants).—5 in each subhead.
 Subject (g.).—5 in each subhead.
 Subject (h.) (lieutenants).—5 in (h.) (ii.), and 5 in (h.) (iii.).
 Subject (i.) (lieutenants).—5 in the total.
 Subject (j.) (lieutenants).—5 in the total.

Special Certificate.

- Cavalry and Infantry*.—8 in (c.), 75 in (d.), and 75 in (j.)
Artillery.—8 in (c.), 75 in (d.), 8 in (e.), and 75 in (j.).
R.E.—8 in (c.), 75 in (d.), 8 in (f.), and 75 in (j.).
A.S.C.—8 in (c.), 75 in (d.), 8 in (g.), and 75 in (j.).
R.A.M.C. (lieutenants).—75 in (d.) (ii.) and 8 in total of (h.) (ii.) and (iii.).
A.V.C. (lieutenants).—75 in (d.) (ii.) and 8 in (i.).

To count marks towards a special certificate an officer must pass in all the subheads of (c.), (d.), (f.), (g.) or (h.), each, at one examination. No marks will be allotted to subhead (c.) (iv.), the standard of qualification for both a "Pass" and a "Special Certificate" being the certificate of proficiency as issued under para. 873.

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APPENDIX XII.

TACTICAL FITNESS FOR COMMAND.

(Referred to in paras. 876, 877 and 878.)

Subjects for
examination.**Syllabus ; Instructions for Boards, held under para. 876 (1.).**A.O. 289
1906

The examination (except in the case of an officer of the * Royal Malta Artillery or King's Own Malta Regiment of Militia) will be divided into two parts, as described below :—

Part I.

Part I.—Theoretical—

A tactical problem involving the operations of a force not exceeding a brigade of infantry with a brigade of artillery and a regiment of cavalry, and a proportion of mounted infantry, R.E., and A.S.C., as may be ordered. A small scale map to be used (preferably the 1-in. or $\frac{1}{2}$ -in. Ordnance Survey). The candidate to write (i.) a general appreciation of the situation, (ii.) the action which he proposes to take, and (iii.) the orders necessary for the execution of his plan. Time allowed—three hours.

Part II.

Part II.—Practical—

Commanding in the field in any minor tactical operations which may be ordered, a force of all arms, of which the strength must not be less than one battalion of infantry, a battery of artillery, and one squadron of cavalry, to which may be added, at the discretion of the board, a proportion of mounted infantry and R.E.

Instructions
for examination
board.*Special Instructions for the guidance of Examining Boards.*

Part I.—The board will be responsible for the problem set. Any number of officers may be examined on the same day, at the same time, on the same problem.

Problems must invariably be issued printed or typed—not in MS. nor are they to be dictated to candidates.

Problems should be so worded that their scope and intention are clear. But as most tactical problems admit of more than one solution, it is not to be expected that a candidate will always hold the same views as the members of the board. However, whatever his views may be, it is necessary that they should be supported by sound reasons. The board will criticise the candidate's work and write their remarks on it.

No candidate will be considered to have passed in "Part I" whose solution is not stated to be "Good."

* The subjects in which officers of the Royal Malta Artillery will be tested are—

- (1.) Map or plan reading.
- (2.) Handling in the field a battalion of infantry, or company of garrison artillery, at the option of the officer.
- (3.) A tactical operation suitable to the conditions of the island of Malta ; and issuing, in writing, the necessary orders to the force.
- (4.) The duties of a fire commander in organizing his fire command in peace and fighting it in war.

The Board will enclose with their proceedings the questions and replies in (4), the scheme in (3), and record the strength of the different arms employed in (2) and (3). In the case of the King's Own Malta Regiment of Militia see the regulations for that regiment.

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100 marks will be allotted to the problem set, distributed thus—

For (i.) the appreciation	40
„ (ii.) the action proposed	30
„ (iii.) the orders	30
Total	100

To be classed “Good” a candidate must obtain not less than 60.

Part II.—In carrying out this part of the examination an imaginary enemy or skeleton troops are not permitted.

It is very desirable that the operations should be regarded as part of the annual training—not as a fatigue. Senior officers must not be permitted to be absent, or to fall out, because a junior is temporarily deputed to command a side.

The strength of opposing forces need not be equal but the minimum laid down for Part II must be observed.

The scheme for the operations is to be prepared beforehand by the board, and “general” and “special” ideas for the opposing forces will be issued as required.

The “general idea” may be sent to a candidate on the night before the examination. It should fully explain the military situation at the date of the intended operations, but should not divulge the “special idea.”

The “special idea” is to be given to the candidate on the ground. Within half-an-hour of receiving the “special idea” he will verbally explain to the board his appreciation of the situation, and hand in his written orders upon which the troops will act.

During the course of the operations the board may further test the candidate, if desired, by directing any change in the military situation, and by requiring the candidate to conform and to issue fresh orders.

The board will give credit for intelligence, judgment, common sense, and readiness of resource in making the best of any situation. In forming their opinion of a candidate's qualifications, they should consider the effect of his written orders. As a tactical situation may frequently be correctly handled in more than one way, it is not to be expected that a candidate will always hold the same views as the members of the board. He will, however, in any case be required to support his views by sound reasons.

When circumstances demand quick decision, the board should require immediate action; in other cases time may be allowed for reflection and deliberate calculation. Complaints of want of time are not to be accepted as an excuse for failure.

Candidates under examination are not to consult staff officers or anyone else, and are to write their own orders. They may, however, ask for any information which would probably be available on service. No candidate will be considered to have passed who is not reported as “Good” in Part II. To be classed “Good” a candidate must obtain not less than 60 marks out of 100 which will be allotted to Part II, distributed as follows:—

(i.) A sound appreciation of the situation	30
(ii.) A clear statement of the action proposed	10
(i. and ii. to be stated verbally to the board on the ground.)					
(iii.) Writing orders in the field, their form, and the time taken, &c.	15
(iv.) Position of Commander, his general bearing on receipt of information, and on gaining contact with the enemy	15

(v.) Decisions during the fight, clearness of orders issued thereon, method of issue, &c.	10
(vi.) Initiative, maintenance of influence on the course of the fight, non-interference with detail, non-encroachment on sphere of subordinates, &c.	20
Total	100

A.O. 239
1906*General Instructions.*

In order to avoid the unnecessary employment of troops, an officer must pass in Part I before he can present himself for examination in Part II. But to meet special cases, such as those of officers proceeding abroad to colonies or protectorates where all arms are not represented, or officers who may be at home on short leave from such places, G.O.s.C.-in-C. are empowered to make such exceptions to this rule as they deem to be expedient in the general interests of the service.

An officer who fails in Part I or in Part II will only be re-examined in the part in which he has failed See para. 877:

Examinations in Parts I and II may be held at different times of the year by different boards, or, if time is allowed for the work in Part I to be adjudged, they may be held consecutively by the same board.

The board will compile separate proceedings for each officer examined; they will enclose with such proceedings—

copies of all schemes and problems;

any necessary map;

the candidate's written work;

list of the units by arms employed in Part II, and

A.F. B. 107, which contains the following certificate:—

We hereby certify that we have thoroughly tested . . .
as to his tactical fitness in accordance with Appendix XII,
King's Regulations. We are of opinion that he has attained
the necessary standard in (both) Part I (and) Part II (only).

President.

Members.

Place _____

Date _____

Should one of the board demur to signing this certificate he will record his reasons on the form. But if two members decline to sign, the candidate will be informed by the President that he has failed.

All documents and signatures should be dated, and the dates of a candidate's examination in each part should be given. Each member will regard the opinions expressed by himself and the other members as confidential.

The proceedings and certificates will be forwarded by the president to the G.O.C.-in-C., who will

retain the proceedings of the board;

forward A.F. B 107 to the War Office, expressing his concurrence with, or dissent from, the opinion of the board;

when he concurs with board, forward a copy of the certificate to the candidates' C.O.

The Army Council will be the confirming authority in cases where the G.O.C.-in-C. dissents from the opinion of the board. A.F. B 107 will be filed with the officer's confidential documents at the War Office.

APPENDIX XIII.

TACTICAL FITNESS FOR COMMAND.

(Referred to in paras. 876 and 877.)

A O 289
1906**Syllabus; Instruction for Boards, held under Para. 878 (1.).**

The board will test the capabilities of an officer by means of a Staff Ride, in which the following exercises are included—

- Writing an appreciation of a situation.
- Writing Standing, Operation, and Routine Orders.
- Reconnaissance of positions, and of lines of advance (to attack) and retreat.
- Defence of villages, woods, rivers, &c.
- Billets, camps, bivouacs, or other matter dealt with in Combined Training.
- Rough sketches and calculations supporting the above schemes.

General Instructions.

(1.) The Staff Ride or Tour, to which at least 3 days should be devoted, may be carried out either with one side or with two opposing sides.

(2.) The board will draw up the necessary schemes. They will write their criticisms on the candidates' work, and express their opinion on the capabilities of each officer under examination, recording individually their opinion as to whether the candidate has passed or not.

(3.) A candidate should not be placed in command of a larger force than a brigade of infantry with a brigade of field artillery and a cavalry regiment with a proportion of M.I., R.E., A.S.C., &c.

The work of each candidate will be supervised on the ground by a member of the board.

(4.) It is not desirable to examine more than eight officers at one time. If for particular reasons, this number is exceeded, another member must be added to the board. In no case may more than twelve officers be examined at one time.

(5.) No candidate will be considered to have passed who is not reported by the board as "Good."

(6.) Officers may use any note-books and aide-mémoires which they might carry on service.

(7.) The board will compile separate proceedings for each officer examined; they will enclose with such proceedings—

- copies of all schemes and problems;
- any necessary map;

the candidate's work ;

and A.F. B 108, which contains the following certificate :—

We hereby certify that we have thoroughly tested
as to his tactical fitness in accordance with Appendix XIII,
King's Regulations. We are of opinion that he has attained
the necessary standard in the subjects in which he has been
examined.

President.

} *Members.*

Place _____

Date _____

Should one of the board demur to signing this certificate he will record his reasons on the form. But if two members decline to sign, the candidate will be informed by the President that he has failed.

(8.) All documents and signatures should be dated, and the dates of a candidate's examination in each subject should be given. Each member will regard as confidential the opinions expressed by himself and the other members.

(9.) The proceedings and certificates will be forwarded by the president to the G.O.C.-in-C., who will

retain the proceedings of the board ;

forward A.F. B 108 to the War Office, expressing his concurrence with, or dissent from, the opinion of the board ;

when he concurs with the board, forward a copy of the certificate to the candidate's C.O. The Army Council will be the confirming authority in cases where the G.O.C.-in-C. dissents from the opinion of the board. A.F. B 108 will be filed with the officer's confidential documents at the War Office.

APPENDIX XIV.

PROMOTION TO LIEUTENANT-COLONEL, ROYAL ARMY MEDICAL CORPS.

(Referred to in para. 879.)

Subjects.

Military law (as laid down in Appendix XI. (d.) (ii.) for captains before promotion to major)* :—

Technical subjects :—

1. **Army Medical organization in peace and war.** (100 marks)
 2. **Sanitation of towns, camps, transports, and all places likely to be occupied by troops in peace and war ; epidemiology, and management of epidemics.** (100 marks).

3. (i.) The medical history of the more important campaigns and the lessons to be learnt therefrom.†

(ii.) A knowledge of the Army Medical Services of the more important Powers.†

(iii.) The laws and customs of war, so far as they relate to the sick and wounded. (100 marks.)

4. An officer will not be considered to have passed whose work is not stated to be "Good." To be classed "Good," an officer must obtain not less than 60 per cent. of the marks in each technical paper, and 50 per cent. in military law.

Books recommended :—

King's Regulations.

Field Service Regulations, Part II (when issued).

Allowance Regulations.

Pay Warrant.

War Establishments.

Manual of Military Law.

Regulations for Supply, Transport, and Barrack Services.

Regulations for Army Medical Service.

Field Service Manual for Army Medical Service.

Manual for the Royal Army Medical Corps.

Standing Orders, Royal Army Medical Corps.

Such portions of works on hygiene (e.g., Notter and Firth's Theory and Practice of Hygiene, and Munson's Military Hygiene) as bear upon the practical work of an Army Medical officer (subject 3).

Army Medical Reports and Journal of the R.A.M.C. Corps.

Organization of Voluntary Medical Aid in War.

International Treaties such as Geneva and Hague Conventions.

Handbook of the Medical Organizations of Foreign Armies.

The Laws and Customs of War on Land, edited by Professor T. E. Holland, K.C.

The order of examination will be as follows :—

TIME TABLE.

Day.	Hours.	Subject.
Monday	{ 10 to 1 2.30 to 5.30 }	Army medical organization. Sanitation and epidemiology.
Tuesday	10 to 1	Medical history, etc., para. 3 (i.) to (iii.).
Wednesday	10 to 1	Military law (with books).

* The examination in this subject may be passed by an officer at any time after he attains the rank of captain.

† The campaigns and Powers selected for the examination will be detailed annually for the succeeding year.

APPENDIX XV.

**PROMOTION TO LIEUTENANT-COLONEL, ARMY
VETERINARY CORPS.****Subjects.**

(Referred to in para. 880.)

1. Military Law. (For officers who have not qualified in Appendix XI. (d.) (ii).)
2. Army veterinary organization in peace and war.
3. Duties of administrative veterinary officers at home and abroad.
4. Epizootology and the management of epizootics in peace and war.
5. Sanitation of camps, stables, and transports, from a veterinary point of view.
6. The veterinary history of previous campaigns.

Books recommended, the same as given in Appendix XI (i).

APPENDIX XVI.

PROMOTION TO MATRON.

(Referred to in para. 881.)

A.O. 38.

1906.

The subjects in which the board is to test the capabilities of the sister are as follows :—

Part I.

1. The examination will be written and oral ; the written portion will consist of four questions, for which 3 hours will be allowed.

The time allowed for the oral portion will be 15 minutes.

2. The examination will consist of questions bearing on the following subjects :—

(i.) The regulations affecting the Army Nursing Service, and the relations of its members to the medical officers, nursing staff, and patients of hospitals ; method of conducting official correspondence and of keeping accounts.

(ii.) The distribution of duties of the nursing personnel in hospitals in peace and war, and the numerical proportion of nursing staff to patients under varying circumstances.

(iii.) The special circumstances affecting nursing in hospitals in the field, hospital ships, ambulance trains, convalescent establishments.

(iv.) Responsibilities of nursing staff as to equipment, bedding and linen.

(v.) The supervision of nursing quarters and their domestic economy.

(vi.) The sanitation, in accordance with the regulations, of all premises under their charge ; ventilation, warming, and methods of cleaning.

(vii.) Precautions necessary in connection with nursing of cases of infectious disease.

(viii.) The nursing in hospitals for women and children.

Part II.

3. To deliver, before the examiners, a lecture adapted to the training of orderlies, Royal Army Medical Corps, on one of the subjects laid down in the syllabus contained in Standing Orders for Royal Army Medical Corps, Appendix 2.

The time allotted to this lecture should not exceed 45 minutes.

Written questions on the lecture (suitable for the orderlies attending the same) must be handed in at the time of examination.

Marks for the examination.

Written	75
Oral	50
Lecture	25
				<hr/>
Total	150

4. Candidates, in order to qualify, must obtain 50 per cent. of marks both in the oral and the written portions of the examination.

5. A week before the board is held, each sister will send a certificate to the effect that she has, during the 12 months previous to the date on which the examination is held, undergone special instruction, in duties of matrons, by the matron, for a period of 2 months, or has discharged matron's duties for 2 months. This certificate will be signed by the matron of the hospital in which the sister is serving.

Local Boards.

(7.) On completion of the written examination, at stations at home, the board will transmit the papers of the candidates, with the replies, under sealed cover, to "the Board of Examiners, Queen Alexandra's Imperial Military Nursing Service," c/o Director-General, Army Medical Service, War Office, London.

8. At stations, both at home and abroad, the local board, will render the following certificate.

President.

_____	} Members.

Place

Date _____."

9. The board of examiners referred to in para. 881 will furnish the following certificate :—

President.

_____	} Members.

Place _____

Date _____

Should one of the board demur at signing this certificate she will record her reasons on the back. But if two members decline to sign, the candidate will be informed by the president that she has failed.

Books recommended :—

King's Regulations.
Allowance Regulations.
Pay Warrant.
Regulations, Army Medical Service.
Field Service, Manual for Army Medical Service.
Standing Orders, Royal Army Medical Corps.
Report of South African War. By Sir W. Wilson.
Royal Army Medical Corps Journal.
Regulations for Supply, Transport and Barrack Services.
The medical and surgical books authorized for the training of orderlies.

APPENDIX XVII.

(Referred to in para. 1207.)

SYLLABUS OF THE COURSE OF TRAINING IN TRANSPORT DUTIES FOR INFANTRY SOLDIERS.

Nature of instruction.	Hours.			Number of lessons.	Number of days.	Remarks.
	Morning.	Midday.	Afternoon and Evening.			
Stable management... ..	hrs. 1½	hrs. 1	hrs. 1½	12	} 12	1st fortnight.
Riding... ..	1	10		
"	1½	12		
Harness instruction	1	2		
Picketing horses	1			
Stable management... ..	1½	1	1½	6	} 12	2nd fortnight.
Riding... ..	1	6		
"	1	6		
Dismounting, mounting, and loading wagons	1	6		
Pack saddle instruction	1	6		
Wagon drill	1½	6		
Harness instruction	1½	4		
Stable management... ..	1½	1	1½	6	} 12	3rd fortnight.
Wagon drill	1½	1		
Harness instruction	1½	5		
Marching order instruction	1½	6		
Long-rein driving	1½	4		
" "	1½			

On completion of this course the men will be tested by an officer of the branch of the service to which they have been attached, and he will forward to their C.O. a return showing their qualifications.

APPENDIX XVIII.

REGULATIONS AS TO TAKING OUT PATENTS FOR INVENTIONS.

1. By Section 27 of the "Patents, Designs, and Trade Marks Act, 1883," it is enacted as follows :—

- (1.) "A patent shall have to all intents the like effect as against Her Majesty the Queen, her heirs and successors, as it has against a subject.
- (2.) "But the officers or authorities administering any department of the service of the Crown may, by themselves, their agents, contractors, or others, at any time after the application, use the invention for the service of the Crown on terms to be before or after the use thereof agreed on, with the approval of the Treasury, between those officers or authorities and the patentee, or, in default of such agreement, on such terms as may be settled by the Treasury, after hearing all parties interested."

2. An officer, N.C.O., or soldier of the regular forces, or a civilian, or other person employed under the War Department is not permitted to take out a patent, or seek for provisional protection for an invention, without first obtaining the approval of the Army Council, by application through his respective C.O. or head of his department.

Each application must contain a general description of the invention for which protection is desired.

3. The following certificate is to be signed and forwarded by every applicant for leave to take out a patent :—

"I, *A.B.*, declare that I have read the regulations and conditions (detailed below) under which I am willing to take out a patent. I undertake to abide by those conditions."

4. Permission to patent will not be granted as a matter of course, but each application will be dealt with according to the circumstances of the case. Should permission be granted it will be subject to the following conditions, from which there will be no appeal by the patentee, either to the Treasury under Section 27 of the "Patents, Designs, and Trade Marks Act, 1883," or otherwise :—

(i.) The patent shall be assigned to the Secretary of State for War, if orders are given to that effect. It will, if necessary, be made secret.

(ii.) If immediate assignment is not ordered under (i), the patentee shall not assign his patent or grant any rights to the use of it to anyone without first obtaining authority from the Army Council, but such authority will not be unreasonably withheld.

(iii.) The terms of payment, if any, for the assignment of the patent to the Secretary of State or for its use in His Majesty's Service, will be decided by the Army Council.

(iv.) In settling terms either for assignment to or use by the Secretary of State, regard will be paid by the Army Council to any facilities in originating, working out, and perfecting the invention which the inventor may have enjoyed by reason of his official position; all payments will be subject to the approval of the Treasury.

5. An applicant for remuneration will be required to give full detailed particulars of any out-of-pocket expenses on experiments, &c., incurred by him personally, as well as of any consideration he may have received directly or indirectly in respect of the invention.

APPENDIX XIX.

INSTRUCTIONS REGARDING CEREMONIAL VISITS BETWEEN MILITARY OFFICERS EMPLOYED AS GOVERNORS OF COLONIES, AND NAVAL OFFICERS.

(Referred to in para. 1791.)

General Instructions.

1. The following procedure in regard to the interchange of visits between naval officers and governors, lieutenant-governors and administrators of His Majesty's colonies, possessions, &c., abroad is to be observed :—

2. Official visits between the above are to be exchanged on the following occasions :—

(i.) On the arrival of one or more of His Majesty's ships at a port at which the governor, lieutenant-governor, administrator or commissioner of the colony, territory or dependency is present, between any such officer and the senior officer in command of the ship or squadron.

(ii.) On the occasion of the first arrival at such a port of any flag officer or commodore since taking up his appointment.

(iii.) On the occasion of a governor, lieutenant-governor, administrator, or commissioner newly appointed assuming office, between him and all flag officers and commodores present.

(iv.) These visits need not be exchanged more than once during the respective tenure of office of the King's representative and the naval officers mentioned above.

Visits.—How to be paid.

3. (i.) A governor is always to receive the first visit from the senior officer in command of the ship or squadron.

(ii.) A lieutenant-governor is to pay the first visit to a flag officer or commodore, 1st class, being a commander-in-chief, but is to receive the first visit in all other cases.

(iii.) An administrator or commissioner is to pay the visit to all flag officers or commodores, but is to receive the first visit in all other cases.

Return visits.—To be paid within 24 hours.

4. (i.) A governor will return visits in person to all flag officers and commodores.

(ii.) A lieutenant-governor will do so in person to all flag officers and commodores not being commander-in-chief.

(iii.) An administrator or commissioner will do so in person to all captains.

(iv.) A flag officer or commodore will do so in person to all lieutenant-governors and administrators or commissioners.

(v.) In all other cases the return visit will be paid by an aide-de-camp or other officer deputed.

5. Should the governor or any other officer administering the government find that from indisposition, or from pressure of im-

portant business he is unable to return or pay a visit in person, he will depute his aide-de-camp or some other officer to do so. In like manner should a flag officer or commodore from indisposition or pressing occupation be precluded from paying or returning a visit he will depute his flag-lieutenant or other officer not below that rank to do so. In each case the officer failing to pay the required visit in person will report the circumstance, and assign the reasons which led to the omission to the department under which he is acting.

6. An officer acting temporarily in a higher civil office or command is in respect to these visits to be upon the same footing as if he were confirmed in such office or command. See para. 1809.

7. For the purpose of these instructions—

(i.) The term "Governor" includes the Governors-General of Canada and the Commonwealth of Australia, the High Commissioners for South Africa and the Western Pacific, and the High Commissioners for Northern and Southern Nigeria, Cyprus, and the Federated Malay States, and the Lieutenant-Governors of the Channel Islands, and the Isle of Man.

(ii.) The term "Lieutenant-Governor" means a lieutenant-governor administering the Government as such. As regards visits, the status of the Commissioner of Wei-hai-Wei is that of a lieutenant-governor.

(iii.) The terms "Administrator" and "Commissioner" signify the administrator or commissioner of a colony, territory or dependency acting in subordination to a governor or high commissioner.

APPENDIX XX.

TESTS FOR CANDIDATES FOR ARTIFICERS' COURSES
OF INSTRUCTION (AS SMITHS, FITTERS, OR
WHEELERS) AT THE ORDNANCE COLLEGE.A.O. 179.
1906.

(Referred to in para. 774.)

Any of the following tests may be selected :—

Smiths.

1. Make a pair of hollow bits to take not less than 1 inch round iron.
2. Weld two pieces of round iron, 1 inch diameter, to form a right-angled joint.
3. Make a smith's sett hammer.
4. Make a smith's fuller, with eye for a shaft.
5. Make a nave band, 6 inches internal diameter, from a bar of flat iron 2 inches by $\frac{1}{4}$ inch.

Fitters.

1. Chip and file to gauge a square, 2 inches long, on a bar of round $1\frac{1}{4}$ inch iron or mild steel.
2. Drill, chip, and file (to gauge) a 1 inch square hole in a wrought-iron plate 1 inch thick.
3. Cut a square, to size, on the centre of a round bar $1\frac{1}{4}$ inch diameter.
4. Cut a slot $\frac{1}{2}$ inch wide and 3 inches long in a flat bar of iron or steel 2 inches wide and $\frac{1}{2}$ inch thick.

Wheelers.

1. Make a mortice and tenon joint such as is used for an ear-bed of a wagon.
2. Connect two pieces of timber, 6 inches by 6 inches by 1 inch by common dovetailing.
3. Make a small sunk panel door 16 inches by 10 inches by 1 inch.

Directions for carrying out the Test.

1. The test being decided upon, the candidate will be given the tools and material he considers to be most suitable for doing the work. He will not be advised as to the selection of either the tools or the material, and every precaution will be taken to insure that the work is done entirely by the individual who is being examined. (NOTE.—A smith will be allowed the services of a hammerman.)

2. On completion, the test job will be forwarded to the Commandant, Ordnance College, with the following certificate :—

Certified that _____ was tested as a
_____ in the workshops of _____
on _____

The test selected was _____

The candidate was given the tools and material he desired, but he received no advice or assistance of any kind, and the test job now forwarded was done entirely by him.

The time taken was _____

Signature of Official superintending the test

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